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## **FY2016 Proposed Budget**

### **Board Review Meeting**

#### **Schedule**

**Location:** Bartlett Community Room-Fort Smith Police Department

**Time:** 6:00pm Nightly

**Date(s):** Thursday November 12<sup>th</sup>  
Monday November 16<sup>th</sup>

### **Thursday, November 12<sup>th</sup>**

#### **Brief Overview of Proposed FY16 Budget**

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##### **Police Services**

##### **Fire Services**

##### **Parks & Recreation**

##### **Development Services**

Engineering; Planning; CDBG; Building Safety; Neighborhood Services

##### **Policy & Administrative Services**

Mayor; Board; Administration; District Court; Legal Services; City Prosecutor

##### **Management Services**

Human Resources; Safety & Risk Management; City Clerk; Finance (All Areas); ITS;  
Public Parking/Deck



**Monday, November 16<sup>th</sup>**

**Internal Audit**

**Street & Traffic Control**

**Water & Sewer**

**Convention Center**

**Transit**

**Sanitation**

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**Non-Departmental**

**Advertising & Promotion**

**Requests for Board Consideration:**

United States Marshals Museum	\$50,000	100% General Fund
RITA	\$40,000	100% General Fund

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**Service Agencies Funded From Portion of County Sales Tax  
(equal to FY15 allocation)**

Area Agency on Aging	\$50,000
SRCA	\$176,207
Project Compassion	\$7,500



## 2016 PROPOSED BUDGET NOTES

### **Key Details of the 2016 Budget Plan**

- No use of Fund Balance for Operations; primary goal achieved in General, Water, and Sanitation Fund
- General Fund Balance Contingency Reserve at 12.9%; substantial progress made toward 15% fund balance goal without service elimination and limited service reductions.
- General Fund Expenditures down \$3,207,377 (6.5%); \$46,207,868 in 2016 vs. \$49,415,245 in 2015 original budget.

### **Steps Taken to Achieve 2016 Budget Plan**

- No new personnel requests are included in the Budget Plan. All new personnel requests are presented in a separate personnel schedule for consideration.
- Most General Fund capital requests were eliminated from the Budget Plan. All capital requests are presented in a separate capital schedule for consideration. General Fund capital requests were removed from the budget plan, with the exception of Transit, Grant Funded, and Sales Tax Funded capital. Streets Maintenance, Water / Sewer, and Sanitation capital is included in the Budget Plan.
- Retirement is reduced to a 5% contribution by the City to employee 401(a) retirement accounts. This is a 50% reduction over 2015 contributions, resulting in a savings of \$432,000 to the General Fund.
- Insurance Costs are budgeted flat from 2015 because insurance plan selection for 2016 is not yet final. However, City administration is certain that the plan chosen for 2016 will be the same or less than 2015 costs.
- Personnel Reductions; the Budget Plan includes a reduction of 13 patrol officers and 1 vacant Sr. Clerk position in the Police Department. Parks department reduced seasonal and maintenance personnel by 2.75 FTE's. Finance eliminated the Deputy Finance Director position.
- Transfers to LOPFI; the Budget Plan does not include any transfers to the LOPFI fund in its current condition.
- Funding for ERP Project; City Administration plans to present a proposal in 2016 to implement an ERP project. The Budget Plan does not include any reserve for such a project.

## **OPERATING FUNDS BUDGET SUMMARIES**

This section provides summaries of the four operating fund budgets which are legally required to be adopted by the Board of Directors.

The Budget Comparison Summary for the Operating Funds and individually for each fund compare FY15 Estimated to FY16 Budget.

The Statement of Revenue Comparisons for the Operating Funds and individually for each fund compares revenues based on Actual FY14, Budget and Estimated FY15, and Budget FY16. Projections for FY17 are presented for preliminary review purposes.

The Distribution of Appropriations for the Operating Funds is a schedule which reflects the allocation of each division's programs appropriation to each of the four Operating Funds as per the City's cost allocation formula. Distributions are presented for Budget and Estimated FY15; Budget FY16 and Projected FY17.

**City of Fort Smith**  
**FY16**  
**Budget Comparison Summary-Operating Funds**

	Estimated FY15	Budget FY16	Increase (Decrease)	Projected FY17
<b>Revenues</b>				
Intergovernmental	\$ 8,734,391	\$ 8,859,022	\$ 124,631	\$ 8,659,022
Taxes and Assessments	36,786,500	37,840,900	1,054,400	38,846,553
Court Fines and Forfeitures	2,300,000	2,300,000	0	2,300,000
Licenses and Permits	1,688,050	1,688,500	450	1,693,500
Service Charges and Fees	56,811,025	66,002,139	9,191,114	70,971,565
Miscellaneous	1,053,704	1,100,363	46,659	1,107,463
Transfers	2,991,493	2,655,000	(336,493)	2,725,800
<b>Total</b>	<b>\$ 110,365,163</b>	<b>\$ 120,445,924</b>	<b>\$ 10,080,761</b>	<b>\$ 126,303,903</b>
<b>x</b>				
<b>Expenditures/Expenses</b>				
Policy and Administration				
Services	\$ 3,116,557	\$ 3,103,765	\$ (12,792)	\$ 3,181,130
Management Services	6,616,023	6,484,765	(131,258)	6,886,340
Development Services	3,034,042	3,012,680	(21,362)	3,099,770
Police Services	15,637,556	15,371,954	(265,602)	17,134,450
Fire Services	13,212,660	13,492,230	279,570	13,212,660
Operation Services	62,436,742	61,991,148	(445,594)	71,569,798
Non-Departmental	5,356,540	4,529,370	(827,170)	4,519,370
<b>Total</b>	<b>\$ 109,410,119</b>	<b>\$ 107,985,912</b>	<b>\$ (1,424,207)</b>	<b>\$ 119,603,518</b>
<b>Excess (Deficiency)</b>				
Revenues Over Expenditures/Expenses	\$ 955,044	\$ 12,460,012	\$ 11,504,968	\$ 6,700,385
<b>Fund Balance/Working Capital, Beginning of Year</b>	<b>16,372,434</b>	<b>14,175,992</b>	<b>(2,196,442)</b>	<b>24,679,239</b>
<b>Fund Balance/Working Capital, End of Year</b>	<b>\$ 17,327,478</b>	<b>\$ 26,636,004</b>	<b>\$ 9,308,526</b>	<b>\$ 31,379,624</b>
<b>Adjustment for CIP Transfers</b>	<b>(1,150,000)</b>	<b>(1,150,000)</b>	<b>980,000</b>	<b>(1,550,000)</b>
<b>Adjusted Fund Balance/ Working Capital, End of Year</b>	<b>\$ 16,177,478</b>	<b>\$ 25,486,004</b>	<b>\$ 9,308,526</b>	<b>\$ 29,829,624</b>

**City of Fort Smith**  
**FY16**  
**Budget Comparison Summary-General Fund**

	Estimated FY15	Budget FY16	Increase (Decrease)	Projected FY17
<b>Revenues</b>				
Intergovernmental	\$ 3,185,800	\$ 3,201,000	\$ 15,200	\$ 3,001,000
Taxes and Assessments	34,702,000	35,714,700	1,012,700	36,699,053
Court Fines and Forfeitures	2,300,000	2,300,000	0	2,300,000
Licenses and Permits	1,521,050	1,518,500	(2,550)	1,523,500
Service Charges and Fees	625,154	646,800	21,646	653,800
Miscellaneous	936,224	969,163	32,939	969,163
Transfers	2,991,493	2,655,000	(336,493)	2,725,800
<b>Total</b>	<b>\$ 46,261,721</b>	<b>\$ 47,005,163</b>	<b>\$ 743,442</b>	<b>\$ 47,872,316</b>
<b>Expenditures</b>				
Policy and Administration				
Services	\$ 2,414,452	\$ 2,400,959	\$ (13,494)	\$ 2,459,805
Management Services	2,609,956	2,525,469	(84,487)	2,684,135
Development Services	2,702,945	2,682,968	(19,977)	2,763,304
Police Services	15,637,556	15,371,954	(265,602)	17,134,450
Fire Services	13,212,660	13,492,230	279,570	13,212,660
Operation Services	9,932,176	7,503,607	(2,428,569)	7,849,916
Non-Departmental	3,022,558	2,230,681	(791,877)	2,230,681
<b>Total</b>	<b>\$ 49,532,304</b>	<b>\$ 46,207,868</b>	<b>\$ (3,324,436)</b>	<b>\$ 48,334,950</b>
<b>Excess (Deficiency)</b>				
Revenues Over Expenditures	\$ (3,270,583)	\$ 797,295	\$ 4,067,878	\$ (462,634)
<b>Fund Balance, Beginning of Year</b>	<b>8,453,995</b>	<b>5,183,412</b>	<b>(3,270,583)</b>	<b>5,980,707</b>
<b>Fund Balance, End of Year</b>	<b>\$ 5,183,412</b>	<b>\$ 5,980,707</b>	<b>\$ 797,295</b>	<b>\$ 5,518,073</b>

**City of Fort Smith**  
**FY16**  
**Budget Comparison Summary-Street Maintenance Fund**

	Estimated FY15	Budget FY16	Increase (Decrease)	Projected FY17
<b>Revenues</b>				
Intergovernmental	\$ 5,548,591	\$ 5,658,022	\$ 109,431	\$ 5,658,022
Taxes and Assessments	2,084,500	2,126,200	41,700	2,147,500
Licenses and Permits	167,000	170,000	3,000	170,000
Miscellaneous	5,175	5,700	525	5,800
<b>Total</b>	<b>\$ 7,805,266</b>	<b>\$ 7,959,922</b>	<b>\$ 154,656</b>	<b>\$ 7,981,322</b>
<b>Expenditures</b>				
Policy and Administration				
Services	\$ 161,120	\$ 161,218	\$ 99	\$ 163,818
Management Services	425,680	416,173	(9,507)	441,142
Development Services	74,566	75,033	467	75,493
Operation Services	6,659,186	6,901,591	242,405	6,683,222
Non-Departmental	442,834	534,425	91,591	524,425
<b>Total</b>	<b>\$ 7,763,386</b>	<b>\$ 8,088,440</b>	<b>\$ 325,054</b>	<b>\$ 7,888,099</b>
<b>Excess (Deficiency)</b>				
Revenues Over Expenditures	\$ 41,880	\$ (128,518)	\$ (170,398)	\$ 93,223
<b>Fund Balance, Beginning of Year</b>	<b>1,609,919</b>	<b>1,651,799</b>	<b>41,880</b>	<b>1,523,281</b>
<b>Fund Balance, End of Year</b>	<b>\$ 1,651,799</b>	<b>\$ 1,523,281</b>	<b>\$ (128,518)</b>	<b>\$ 1,616,504</b>



**City of Fort Smith****FY16****Budget Comparison Summary-Water and Sewer Operating Fund**

	<u>Estimated FY15</u>	<u>Budget FY16</u>	<u>Increase (Decrease)</u>	<u>Projected FY17</u>
Revenues				
Services Charges and Fees	\$ 42,309,806	\$ 51,457,800	\$ 9,147,994	\$ 56,397,400
Miscellaneous	<u>80,000</u>	<u>93,000</u>	<u>13,000</u>	<u>100,000</u>
Total	<u>\$ 42,389,806</u>	<u>\$ 51,550,800</u>	<u>\$ 9,160,994</u>	<u>\$ 56,497,400</u>
Expenses				
Policy and Administration				
Services	\$ 342,805	\$ 343,260	\$ 456	\$ 355,281
Management Services	2,775,601	2,751,553	(24,048)	2,920,664
Development Services	256,530	254,679	(1,851)	260,974
Operation Services	36,077,816	37,609,545	1,531,729	48,027,490
Non-Departmental	<u>91,000</u>	<u>91,000</u>	<u>0</u>	<u>91,000</u>
Total	<u>\$ 39,543,752</u>	<u>\$ 41,050,038</u>	<u>\$ 1,506,285</u>	<u>\$ 51,655,409</u>
Excess (Deficiency)				
Revenues Over Expenditures	\$ 2,846,054	\$ 10,500,762	\$ 7,654,709	\$ (144,265)
Working Capital, Beginning of Year	<u>3,185,930</u>	<u>5,581,984</u>	<u>2,396,054</u>	<u>15,632,746</u>
Working Capital, End of Year	\$ 6,031,984	\$ 16,082,746	\$ 10,050,762	\$ 15,488,481
Adjustment for CIP Transfers	<u>(450,000)</u>	<u>(450,000)</u>	<u>0</u>	<u>450,000</u>
Adjusted Working Capital, End of Year	<u>\$ 5,581,984</u>	<u>\$ 15,632,746</u>	<u>\$ (10,050,762)</u>	<u>\$ 15,938,481</u>

**City of Fort Smith**  
**FY16**  
**Budget Comparison Summary-Sanitation Operating Fund**

	Estimated FY15	Budget FY16	Increase (Decrease)	Projected FY17
<b>Revenues</b>				
Service Charges and Fees	\$ 13,876,065	\$ 13,897,539	\$ 21,474	\$ 13,920,365
Miscellaneous	32,305	32,500	195	32,500
<b>Total</b>	<b>\$ 13,908,370</b>	<b>\$ 13,930,039</b>	<b>\$ 21,669</b>	<b>\$ 13,952,865</b>
<b>Expenses</b>				
Policy and Administration				
Services	\$ 198,180	\$ 198,328	\$ 148	\$ 202,226
Management Services	804,785	791,570	(13,216)	840,400
Operation Services	9,767,564	9,976,405	208,841	9,009,170
Non-Departmental	1,800,148	1,673,264	(126,884)	1,673,264
<b>Total</b>	<b>\$ 12,570,677</b>	<b>\$ 12,639,566</b>	<b>\$ 68,889</b>	<b>\$ 11,725,060</b>
<b>Excess (Deficiency)</b>				
Revenues Over Expenditures	\$ 1,337,693	\$ 1,290,473	\$ (47,220)	\$ 2,227,805
<b>Working Capital, Beginning of Year</b>	<b>3,122,590</b>	<b>1,758,797</b>	<b>(1,363,793)</b>	<b>1,542,505</b>
<b>Working Capital, End of Year</b>	<b>\$ 4,460,283</b>	<b>\$ 3,049,270</b>	<b>\$ (1,411,013)</b>	<b>\$ 3,770,310</b>
<b>Adjustment for CIP Transfers</b>	<b>(700,000)</b>	<b>(700,000)</b>	<b>0</b>	<b>(700,000)</b>
<b>Adjusted Working Capital, End of Year</b>	<b>\$ 3,760,283</b>	<b>\$ 2,349,270</b>	<b>\$ (1,411,013)</b>	<b>\$ 3,070,310</b>

**Combined Operating Funds  
Statement of Revenue Comparisons**

	<b>Actual FY14</b>	<b>Budget FY15</b>	<b>Estimated FY15</b>	<b>Budget FY16</b>	<b>Projected FY17</b>
Intergovernmental	\$ 9,008,809	\$ 8,750,905	\$ 8,734,391	\$ 8,859,022	\$ 8,659,022
Taxes and Assessments	36,437,586	36,757,496	36,786,500	37,840,900	38,846,553
Court Fines and Forfeitures	1,999,935	2,225,000	2,300,000	2,300,000	2,300,000
Licenses and Permits	1,623,060	1,627,400	1,688,050	1,688,500	1,693,500
Service Charges and Fees	49,829,036	51,100,743	56,811,025	66,002,139	70,971,565
Miscellaneous	1,133,411	1,233,869	1,053,704	1,100,363	1,107,463
Transfers	2,921,482	2,991,310	2,991,493	2,655,000	2,725,800
<b>Total</b>	<b>\$ 102,953,319</b>	<b>\$ 104,686,723</b>	<b>\$ 110,365,163</b>	<b>\$ 120,445,924</b>	<b>\$ 126,303,903</b>

# General Fund

## Statement of Revenue Comparisons

	Actual FY14	Budget FY15	Estimated FY15	Budget FY16	Projected FY17
<b>Intergovernmental</b>					
State Turnback - General	\$ 1,335,157	\$ 1,284,514	\$ 1,285,000	\$ 1,296,000	\$ 1,296,000
Transit Reimbursement	1,555,808	1,698,800	1,698,800	1,700,000	1,500,000
Airport Security Reimbursement	113,145	120,000	112,000	115,000	115,000
State Act 833 Fire Funds	98,016	99,000	90,000	90,000	90,000
SAFER Grant	401,690	-	-	-	-
COPS Grant	85,376	-	-	-	-
FEMA Fire Grant	617,950	-	-	-	-
<b>Taxes and Assessments</b>					
Franchise	6,780,156	6,796,600	6,530,000	6,595,300	6,661,253
Ad Valorem	6,940,284	6,991,700	7,010,000	7,080,100	7,090,000
County Sales Tax	15,625,636	15,895,000	15,900,000	16,536,000	17,197,400
1/4% City Sales Tax-Fire & Parks	5,024,753	4,965,076	5,250,000	5,491,300	5,738,400
Gasoline Tax Refund-Transit	12,757	12,000	12,000	12,000	12,000
Court Fines and Forfeitures	1,999,935	2,225,000	2,300,000	2,300,000	2,300,000
<b>Licenses and Permits</b>					
Privilege	18,560	18,000	18,520	18,500	18,500
Construction	739,487	690,000	857,310	850,000	850,000
Alcohol	588,311	668,050	578,052	580,000	585,000
Other	87,013	86,350	67,168	70,000	70,000
<b>Service Charges and Fees</b>					
Community Center	34,398	32,500	35,715	36,000	38,000
Fire Protection Contracts	60,462	60,843	68,230	68,300	68,300
Port Authority	12,000	25,000	20,700	22,000	25,000
Parks & Aquatics	164,418	185,000	171,400	175,000	177,000
Oak Cemetery	72,607	83,000	66,520	75,000	75,000
Animal Control	645	500	202	500	500
False Alarm Fees	34,613	20,000	25,147	25,000	25,000
Mobile Data Support Fees	35,120	49,280	24,960	25,000	25,000
Transit System	223,052	207,500	212,280	220,000	220,000
<b>Miscellaneous</b>					
Reimbursement from Airport	3,163	3,163	3,163	3,163	3,163
Interest Earned	22,946	25,000	22,942	23,000	23,000
Sebastian County Participation	509,660	584,706	450,000	480,000	480,000
Reimbursement from Enhanced 9-1-1 Fund	255,000	255,000	255,000	255,000	255,000
Reimbursement from FSPS for SRO Positions	44,491	116,000	117,456	118,000	118,000
Other	183,072	92,200	87,663	90,000	90,000
<b>Transfers</b>					
Sales Tax Fund	2,632,200	2,698,000	2,698,000	2,360,000	2,430,800
A&P Fund	22,282	21,480	21,663	22,000	22,000
Street Maintenance Fund	89,000	90,610	90,610	91,000	91,000
Water and Sewer Operating Fund	89,000	90,610	90,610	91,000	91,000
Sanitation Operating Fund	89,000	90,610	90,610	91,000	91,000
<b>Total</b>	<b>\$ 46,601,163</b>	<b>\$ 46,281,092</b>	<b>\$ 46,261,721</b>	<b>\$ 47,005,163</b>	<b>\$ 47,872,316</b>

## Revenue Comment

Total revenue of the General Fund FY16 Budget is estimated to increase by approximately \$743,000 or 1.6% from FY15 Estimated. This is primarily due to an increase in sales tax in FY16.

The per capita estimate for FY15 is \$15.25, and is anticipated to be \$15.00 per capita for FY16 and FY17.

The franchise tax rate is 4% assessed upon the gross sales of franchised utilities within the corporate city limits. Franchise fee revenue is expected to increase by 1% in FY16 over FY15 fees. The increase is expected from higher electric and natural gas usage for FY16.

The property tax assessment for the General Fund use remains at 5.0 mills for all four years presented. This is the maximum rate allowed by state statutes. The ad valorem tax revenue is a product of the millage rate assessed upon the real estate and personal property values within the city limits. Projections for FY16 reflect a 1% increase over FY15 Estimated.

The city's share of the county sales tax is allocated to the General Fund. The estimated revenue for FY16 is 4% above the estimated for FY15 revenue. The FY17 projection also reflects a 4% increase in sales tax revenue.

The city's 1/4% sales tax allocated for fire and parks programs is anticipated to increase by 4.5% for FY16 and by 4.5% for FY17.

# **Street Maintenance Fund** **Statement of Revenue Comparisons**

	<u>Actual FY14</u>	<u>Budget FY15</u>	<u>Estimated FY15</u>	<u>Budget FY16</u>	<u>Projected FY17</u>
Intergovernmental					
State Turnback -					
Gasoline Tax	\$ 4,094,862	\$ 4,013,029	\$ 4,013,029	\$ 4,050,000	\$ 4,050,000
Highway Sales Tax	706,805	1,535,562	1,535,562	1,608,022	1,608,022
Taxes and Assessments					
Ad Valorem	2,054,000	2,097,120	2,084,500	2,126,200	2,147,500
Licenses and Permits					
Sidewalk Permit Assessments	189,689	165,000	167,000	170,000	170,000
Miscellaneous					
Interest Earned	3,240	3,500	3,675	3,700	3,800
Other	1,200	5,000	1,500	2,000	2,000
Transfers					
Water & Sewer Operating Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
 Total	 <u>\$ 7,049,796</u>	 <u>\$ 7,819,211</u>	 <u>\$ 7,805,266</u>	 <u>\$ 7,959,922</u>	 <u>\$ 7,981,322</u>

## Revenue Comment

The major revenue source of the Street Maintenance Fund is the gasoline tax turnback from the state. This accounts for an average of 53% of total revenue for the four years presented. The state returns a portion of its levy of motor vehicle fees and gasoline tax to municipalities based upon population. The Arkansas Municipal League (AML) provides annual estimates for the per capita allocation to cities. The per capita turnback for the four years presented in the graph is \$47.49 for FY14, and \$46.55 for FY15 Estimated. The per capital for FY16 and FY17 is \$46.98.

Beginning July 1, 2013, the city began receiving a share of the 1/2% state sales tax dedicated to highway improvements. The FY16 revenue is estimated at \$1.6 million. This shared revenue is allocated on the basis of population that is currently 86,209 per the 2010 census. The per capita turnback for the highway sales tax is \$17.81 for FY15 Estimated and \$18.65 for FY16 and FY17. The AML provides estimates each year. This tax is in place until June 30, 2023.

Ad valorem tax revenue for the Street Maintenance Fund is anticipated to increase approximately 2% in FY16. Sebastian County levies a 3.0 mill county road tax and remits one-half of the tax to the city per state statutes. The increase is a result of increased property values.

The permit assessment fees applied to building permits are accounted for in the Street Maintenance Fund. This revenue is expected to generate \$170,000 in FY16 and FY17.

# **Water and Sewer Operating Fund** **Statement of Revenue Comparisons**

	<u>Actual FY14</u>	<u>Budget FY15</u>	<u>Estimated FY15</u>	<u>Budget FY16</u>	<u>Projected FY17</u>
<b>Service Charges and Fees</b>					
Water Sales	\$ 17,271,096	\$ 18,146,958	\$ 18,031,500	\$ 18,572,400	\$ 18,665,300
Monthly Customer Charges	455,574	460,000	480,000	494,400	495,000
Contract Water Sales	6,426,809	6,711,888	6,809,706	7,014,000	7,049,100
Fire Protection	35,670	35,000	36,000	40,000	42,000
Installations - Water Service	212,298	200,000	220,000	230,000	235,000
Sewer Service Charges	11,344,726	11,650,274	16,575,600	24,944,000	29,746,000
Sewer Connection Charges	56,138	60,000	67,000	68,000	70,000
Industrial Waste Monitoring Fees	98,213	102,000	90,000	95,000	95,000
<b>Miscellaneous</b>					
Interest Earned	11,977	15,000	10,000	18,000	20,000
Other	71,609	102,000	70,000	75,000	80,000
<b>Total</b>	<u>\$ 35,984,110</u>	<u>\$ 37,483,120</u>	<u>\$ 42,389,806</u>	<u>\$ 51,550,800</u>	<u>\$ 56,497,400</u>



## **Revenue Comment**

Service charges and fees account for more than 99% of total revenue for this fund. Total revenue of the fund in FY15 is anticipated to be \$9,161,000, or 22% more than FY15. The increase is due to a full year of rate adjustments in FY16. Consumption is expected to be level between FY15 and FY16.

Water sales from residential, commercial, and industrial users is expected to increase by 3% between FY15 and FY16. Water sales to Van Buren and the other contract users is also anticipated to increase by 3% between years. Sewer service charges for FY16 are expected to increase by 50% in FY16 due to rate adjustments.

# Sanitation Operating Fund

## Statement of Revenue Comparisons

	<u>Actual FY14</u>	<u>Budget FY15</u>	<u>Estimated FY15</u>	<u>Budget FY16</u>	<u>Projected FY17</u>
<b>Service Charges and Fees</b>					
Residential Collections	\$ 4,601,154	\$ 4,646,000	\$ 4,610,000	\$ 4,610,000	\$ 4,610,000
Commercial Collections	2,058,927	2,150,000	2,259,940	2,282,539	2,305,365
Sanitary Landfill Operations	3,963,274	3,680,000	4,128,125	4,130,000	4,130,000
Industrial Collections	2,275,678	2,275,000	2,325,000	2,325,000	2,325,000
Sale of Methane Gas	321,830	245,000	450,000	450,000	450,000
Recycling Operations	70,334	75,000	103,000	100,000	100,000
<b>Miscellaneous</b>					
Interest Earned	7,432	10,000	7,305	7,500	7,500
Other (Note 1)	<u>19,621</u>	<u>22,300</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
<b>Total</b>	<u>\$ 13,318,250</u>	<u>\$ 13,103,300</u>	<u>\$ 13,908,370</u>	<u>\$ 13,930,039</u>	<u>\$ 13,952,865</u>

Note 1: FY14 First revenue recorded from Sale of Parts or Tires (\$315,788)

## **Revenue Comment**

The revenue of the Sanitation Operating Fund is generated from refuse collection and solid waste disposal. The city owns the landfill that accepts waste from the region.

Revenues generated by residential, commercial, industrial and roll-off services are anticipated to remain stable between years. Commercial Collections revenue is expected to increase 1% in FY16.

Landfill operations are expected to remain stable between FY15 and FY16.

**Distribution of Appropriations to the Operating Funds  
FY15 Estimated Budget**

	<b>Total Funds</b>	<b>General Fund</b>	<b>Street Maintenance Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Sanitation Operating Fund</b>
<b>Policy and Administration Services Division</b>					
4100 Mayor	\$ 99,832	\$ 42,928	\$ 7,987	\$ 36,938	\$ 11,980
4101 Board of Directors	125,707	54,054	10,057	46,511	15,085
4102 City Administrator	581,187	249,910	46,495	215,039	69,742
4201 District Court	1,536,438	1,536,438	0	0	0
4202 Prosecutor	165,073	165,073	0	0	0
4203 Public Defender	91,500	91,500	0	0	0
4204 City Attorney	348,000	174,000	87,000	0	87,000
4206 District Court-Seb. Co.	49,047	49,047	0	0	0
4405 Internal Audit	119,773	51,502	9,582	44,316	14,373
<b>Total Policy and Administration Services Division</b>	<b>\$ 3,116,557</b>	<b>\$ 2,414,452</b>	<b>\$ 161,120</b>	<b>\$ 342,805</b>	<b>\$ 198,180</b>
<b>Management Services Division</b>					
4104 Human Resources	\$ 594,641	\$ 255,696	\$ 47,571	\$ 220,017	\$ 71,357
4109 Safety & Risk Management	12,811	5,509	1,025	4,740	1,537
4105 City Clerk	316,156	135,947	25,292	116,978	37,939
4301 Finance	1,343,268	577,605	107,461	497,009	161,192
4303 Collections	381,138	163,889	30,491	141,021	45,737
4304 Utility Billing/Cust Service	1,656,594	82,830	82,830	1,242,446	248,489
4306 Purchasing	587,088	252,448	46,967	217,223	70,451
4401 Info. & Tech. Services	1,680,841	1,092,547	84,042	336,168	168,084
6912 Parking Deck-Personnel	43,486	43,486	0	0	0
<b>Total Management Services Division</b>	<b>\$ 6,616,023</b>	<b>\$ 2,609,956</b>	<b>\$ 425,680</b>	<b>\$ 2,775,601</b>	<b>\$ 804,785</b>
<b>Development Services Division</b>					
4103 Engineering	\$ 1,491,321	\$ 1,267,623	\$ 74,566	\$ 149,132	\$ 0
4106 Planning and Zoning	715,988	608,590	0	107,398	0
4108 Building Safety	826,733	826,733	0	0	0
<b>Total Development Services Division</b>	<b>\$ 3,034,042</b>	<b>\$ 2,702,945</b>	<b>\$ 74,566</b>	<b>\$ 256,530</b>	<b>\$ 0</b>
<b>Police Services Division</b>					
4701 Administration	\$ 848,350	\$ 848,350	\$ 0	\$ 0	\$ 0
4702 Support Services	4,045,149	4,045,149	0	0	0
4703 Criminal Investigations	2,680,462	2,680,462	0	0	0
4704 Patrol Operations	7,475,653	7,475,653	0	0	0
4705 Radio Communications	417,025	417,025	0	0	0
4706 Airport Security	170,917	170,917	0	0	0
<b>Total Police Services Division</b>	<b>\$ 15,637,556</b>	<b>\$ 15,637,556</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Distribution of Appropriations to the Operating Funds  
FY15 Estimated Budget**

	<b>Total Funds</b>	<b>General Fund</b>	<b>Street Maintenance Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Sanitation Operating Fund</b>
<b>Fire Services Division</b>					
4801 Administration	\$ 709,921	\$ 766,220	\$ 0	\$ 0	\$ 0
4802 Suppression and Rescue	9,410,899	10,045,690	0	0	0
4803 1/8% SUT Operations	2,871,122	2,147,700	0	0	0
4804 Training	191,835	253,050	0	0	0
<b>Total Fire Services Division</b>	<b>\$ 13,212,660</b>	<b>\$ 13,212,660</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Streets and Traffic Control</b>					
5101 Administration	\$ 474,041	\$ 0	\$ 495,890	\$ 0	\$ 0
5302 Street Construction	630,464	0	673,850	0	0
5303 Street Drainage	1,068,869	0	1,158,510	0	0
5304 Street Maintenance	984,517	0	1,032,230	0	0
5305 Sidewalk Construction	929,031	0	1,047,270	0	0
5401 Traffic Control Operations	1,000,048	0	1,027,210	0	0
5403 Street Lighting	901,728	0	1,000,000	0	0
<b>Total Streets and Traffic Control</b>	<b>\$ 6,434,960</b>	<b>\$ 0</b>	<b>\$ 6,434,960</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Water and Sewer</b>					
5501 Utility Administration	\$ 1,657,894	\$ 0	\$ 0	\$ 1,657,894	\$ 0
5521 Business & Finance	0	0	0	0	0
5522 Communications & Training	0	0	0	0	0
5523 Engineering & Engineering Technology	0	0	0	0	0
5601 Water/ WW Treatment	234,051	0	0	234,051	0
5603 Sewer Treatment	3,521,173	0	0	3,521,173	0
5604 Water Treatment	4,471,094	0	0	4,471,094	0
5605 Laboratory Services	777,921	0	0	777,921	0
5606 WW Equipment Maint.	1,489,542	0	0	1,489,542	0
5609 Industrial Waste Mon.	358,214	0	0	358,214	0
5610 Water Line Maintenance	2,552,128	0	0	2,552,128	0
5611 Sewer Line Maintenance	1,821,580	0	0	1,821,580	0
5612 Sewer Line Construction	352,968	0	0	352,968	0
5613 Metering/Trans. Line Maint.	1,893,984	0	0	1,893,984	0
5615 Water/WW Line Maint. Admin.	1,075,780	0	0	1,075,780	0
5616 Water Stationary Equip. Maint.	1,147,255	0	0	1,147,255	0
5620 Consent Decree Initiation	1,123,382	0	0	1,123,382	0
5625 Environmental Quality	0	0	0	0	0
5626 Fleet, Building, Station & Easement Maintenance	0	0	0	0	0
5618 Debt Service	13,600,850	0	0	13,600,850	0
<b>Total Water and Sewer</b>	<b>\$ 36,077,816</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 36,077,816</b>	<b>\$ 0</b>

**Distribution of Appropriations to the Operating Funds  
FY15 Estimated Budget**

	<b>Total Funds</b>	<b>General Fund</b>	<b>Street Maintenance Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Sanitation Operating Fund</b>
<b>Operation Services Division -</b>					
<b>Parks and Community Services</b>					
6201 Parks Maintenance	\$ 1,494,839	\$ 1,270,613	\$ 224,226	\$ 0	\$ 0
6202 Oak Cemetery	150,716	150,716	0	0	0
6204 Community Centers	154,991	154,991	0	0	0
6205 Aquatics	173,811	173,811	0	0	0
6206 Riverfront	593,697	593,697	0	0	0
6207 The Park at West End	25,666	25,666	0	0	0
6208 1/8% SUT Operations	4,998,750	4,998,750	0	0	0
<b>Total Parks and Community Services</b>	<b>\$ 7,592,470</b>	<b>\$ 7,368,244</b>	<b>\$ 224,226</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division -</b>					
<b>Sanitation</b>					
6301 Administration	\$ 687,029	\$ 0	\$ 0	\$ 0	\$ 687,029
6302 Residential Collection	2,226,734	0	0	0	2,226,734
6303 Commercial Collection	1,403,141	0	0	0	1,403,141
6304 Fleet & Grounds Maintenance	908,335	0	0	0	908,335
6305 Sanitary Landfill	3,428,448	0	0	0	3,428,448
6307 Industrial Collection	1,113,877	0	0	0	1,113,877
<b>Total Sanitation</b>	<b>\$ 9,767,564</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 9,767,564</b>
<b>Operation Services Division -</b>					
<b>Transit</b>					
6550 Public Transit	\$ 2,471,252	2,471,252			
<b>Operation Services Division -</b>					
<b>Health</b>					
6101 Health Services	\$ 92,680	\$ 92,680	\$ 0	\$ 0	\$ 0
<b>Total Operation Services Division</b>	<b>\$ 62,436,742</b>	<b>\$ 9,932,176</b>	<b>\$ 6,659,186</b>	<b>\$ 36,077,816</b>	<b>\$ 9,767,564</b>
<b>Non-Departmental</b>					
6600 Non-Departmental	\$ 5,356,540	\$ 3,022,558	\$ 442,834	\$ 91,000	\$ 1,800,148
<b>Total Appropriations</b>	<b>\$ 109,410,119</b>	<b>\$ 49,532,304</b>	<b>\$ 7,763,386</b>	<b>\$ 39,543,752</b>	<b>\$ 12,570,677</b>

# **Distribution of Appropriations to the Operating Funds FY16 Budget**

	<b>Total Funds</b>	<b>General Fund</b>	<b>Street Maintenance Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Sanitation Operating Fund</b>
<b>Policy and Administration Services Division</b>					
4100 Mayor	\$ 133,880	\$ 57,568	\$ 10,710	\$ 49,536	\$ 16,066
4101 Board of Directors	127,760	54,937	10,221	47,271	15,331
4102 City Administrator	527,355	226,763	42,188	195,121	63,283
4201 District Court	1,514,300	1,514,300	0	0	0
4202 Prosecutor	171,970	171,970	0	0	0
4203 Public Defender	92,500	92,500	0	0	0
4204 City Attorney	348,000	174,000	87,000	0	87,000
4206 District Court-Seb. Co.	49,265	49,265	0	0	0
4405 Internal Audit	138,735	59,656	11,099	51,332	16,648
<b>Total Policy and Administration Services Division</b>	<b>\$ 3,103,765</b>	<b>\$ 2,400,959</b>	<b>\$ 161,218</b>	<b>\$ 343,260</b>	<b>\$ 198,328</b>
<b>Management Services Division</b>					
4104 Human Resources	\$ 570,920	\$ 245,496	\$ 45,674	\$ 211,240	\$ 68,510
4109 Safety & Risk Management	87,990	37,836	7,039	32,556	10,559
4105 City Clerk	361,415	155,408	28,913	133,724	43,370
4301 Finance	1,134,860	487,990	90,789	419,898	136,183
4303 Collections	373,330	160,532	29,866	138,132	44,800
4304 Utility Billing/Cust Service	1,691,250	84,563	84,563	1,268,438	253,688
4306 Purchasing	604,960	260,133	48,397	223,835	72,595
4401 Info. & Tech. Services	1,618,650	1,052,123	80,933	323,730	161,865
6912 Parking Deck-Personnel	41,390	41,390	0	0	0
<b>Total Management Services Division</b>	<b>\$ 6,484,765</b>	<b>\$ 2,525,469</b>	<b>\$ 416,173</b>	<b>\$ 2,751,553</b>	<b>\$ 791,570</b>
<b>Development Services Division</b>					
4103 Engineering	\$ 1,500,655	\$ 1,275,557	\$ 75,033	\$ 150,066	\$ 0
4106 Planning and Zoning	697,425	592,811	0	104,614	0
4108 Building Safety	814,600	814,600	0	0	0
<b>Total Development Services Division</b>	<b>\$ 3,012,680</b>	<b>\$ 2,682,968</b>	<b>\$ 75,033</b>	<b>\$ 254,679</b>	<b>\$ 0</b>
<b>Police Services Division</b>					
4701 Administration	\$ 914,480	\$ 914,480	\$ 0	\$ 0	\$ 0
4702 Support Services	4,108,725	4,108,725	0	0	0
4703 Criminal Investigations	2,962,150	2,962,150	0	0	0
4704 Patrol Operations	6,865,385	6,865,385	0	0	0
4705 Radio Communications	324,044	324,044	0	0	0
4706 Airport Security	197,170	197,170	0	0	0
<b>Total Police Services Division</b>	<b>\$ 15,371,954</b>	<b>\$ 15,371,954</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Distribution of Appropriations to the Operating Funds  
FY16 Budget**

	<b>Total Funds</b>	<b>General Fund</b>	<b>Street Maintenance Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Sanitation Operating Fund</b>
<b>Fire Services Division</b>					
4801 Administration	\$ 783,040	\$ 783,040	\$ 0	\$ 0	\$ 0
4802 Suppression and Rescue	9,990,840	9,990,840	0	0	0
4803 1/8% SUT Operations	2,466,960	2,466,960	0	0	0
4804 Training	251,390	251,390	0	0	0
<b>Total Fire Services Division</b>	<b>\$ 13,492,230</b>	<b>\$ 13,492,230</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Streets and Traffic Control</b>					
5101 Administration	\$ 480,740	\$ 0	\$ 480,740	\$ 0	\$ 0
5302 Street Construction	788,460	0	788,460	0	0
5303 Street Drainage	1,163,595	0	1,163,595	0	0
5304 Street Maintenance	1,036,595	0	1,036,595	0	0
5305 Sidewalk Construction	1,143,560	0	1,143,560	0	0
5401 Traffic Control Operations	1,074,375	0	1,074,375	0	0
5403 Street Lighting	1,000,000	0	1,000,000	0	0
<b>Total Streets and Traffic Control</b>	<b>\$ 6,687,325</b>	<b>\$ 0</b>	<b>\$ 6,687,325</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Water and Sewer</b>					
5501 Utility Administration	\$ 1,234,530	\$ 0	\$ 0	\$ 1,234,530	\$ 0
5521 Business & Finance	1,146,740	0	0	1,146,740	0
5522 Communications & Training	995,510	0	0	995,510	0
5523 Engineering & Engineering Technology	1,099,535	0	0	1,099,535	0
5603 Sewer Treatment	3,759,375	0	0	3,759,375	0
5604 Water Treatment	4,190,005	0	0	4,190,005	0
5610 Water Line Maintenance	3,825,955	0	0	3,825,955	0
5611 Sewer Line Maintenance	2,128,935	0	0	2,128,935	0
5612 Sewer Line Construction	901,695	0	0	901,695	0
5625 Environmental Quality	1,565,925	0	0	1,565,925	0
5626 Fleet, Building, Station & Easement Maintenance	3,156,850	0	0	3,156,850	0
6700 Debt Service	13,604,490	0	0	13,604,490	0
<b>Total Water and Sewer</b>	<b>\$ 37,609,545</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 37,609,545</b>	<b>\$ 0</b>



**Distribution of Appropriations to the Operating Funds  
FY16 Budget**

	<b>TOTAL FUNDS</b>	<b>GENERAL FUND</b>	<b>STREET MAINTENANCE FUND</b>	<b>WATER AND SEWER OPERATING FUND</b>	<b>SANITATION OPERATING FUND</b>
<b>Operation Services Division -</b>					
<b>Parks and Community Services</b>					
6201 Parks Maintenance	\$ 1,428,440	\$ 1,214,174	\$ 214,266	\$ 0	\$ 0
6202 Oak Cemetery	144,475	144,475	0	0	0
6204 Community Centers	169,905	169,905	0	0	0
6205 Aquatics	147,020	147,020	0	0	0
6206 Riverfront	361,110	361,110	0	0	0
6207 The Park at West End	25,600	25,600	0	0	0
6208 1/8% SUT Operations	2,669,473	2,669,473	0	0	0
<b>Total Parks and Community Services</b>	<b>\$ 4,946,023</b>	<b>\$ 4,731,757</b>	<b>\$ 214,266</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division -</b>					
<b>Sanitation</b>					
6301 Administration	\$ 665,840	\$ 0	\$ 0	\$ 0	\$ 665,840
6302 Residential Collection	2,690,920	0	0	0	2,690,920
6303 Commercial Collection	1,550,330	0	0	0	1,550,330
6304 Fleet & Grounds Maint.	899,815	0	0	0	899,815
6305 Sanitary Landfill	3,095,490	0	0	0	3,095,490
6307 Industrial Collection	1,074,010	0	0	0	1,074,010
<b>Total Sanitation</b>	<b>\$ 9,976,405</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 9,976,405</b>
<b>Operation Services Division -</b>					
<b>Transit</b>					
6550 Public Transit	\$ 2,654,850	\$ 2,654,850	\$ 0	\$ 0	\$ 0
<b>Operation Services Division -</b>					
<b>Health</b>					
6101 Health	\$ 117,000	\$ 117,000	\$	\$	\$
<b>Total Operation Services Divisio</b>	<b>\$ 61,991,148</b>	<b>\$ 7,503,607</b>	<b>\$ 6,901,591</b>	<b>\$ 37,609,545</b>	<b>\$ 9,976,405</b>
<b>Non-Departmental</b>					
6600 Non-Departmental	\$ 4,529,370	\$ 2,230,681	\$ 534,425	\$ 91,000	\$ 1,673,264
<b>Total Appropriations</b>	<b>\$ 107,985,912</b>	<b>\$ 46,207,868</b>	<b>\$ 8,088,440</b>	<b>\$ 41,050,038</b>	<b>\$ 12,639,566</b>

**Distribution of Appropriations to the Operating Funds  
FY17 Projected Budget**

	<b>Total Funds</b>	<b>General Fund</b>	<b>Street Maintenance Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Sanitation Operating Fund</b>
<b>Policy and Administration</b>					
<b>Services Division</b>					
4100 Mayor	\$ 133,880	\$ 57,568	\$ 10,710	\$ 49,536	\$ 16,066
4101 Board of Directors	135,340	58,196	10,827	50,076	16,241
4102 City Administrator	548,060	235,666	43,845	202,782	65,767
4201 District Court	1,554,750	1,554,750	0	0	0
4202 Prosecutor	173,410	173,410	0	0	0
4203 Public Defender	93,500	93,500	0	0	0
4204 City Attorney	348,000	174,000	87,000	0	87,000
4206 District Court-Seb. Co.	51,250	51,250	0	0	0
4405 Internal Audit	142,940	61,464	11,435	52,888	17,153
<b>Total Policy and Administration Services Division</b>	<b>\$ 3,181,130</b>	<b>\$ 2,459,805</b>	<b>\$ 163,818</b>	<b>\$ 355,281</b>	<b>\$ 202,226</b>
<b>Management Services Division</b>					
4104 Human Resources	\$ 584,320	\$ 251,258	\$ 46,746	\$ 216,198	\$ 70,118
4109 Safety & Risk Management	91,350	39,281	7,308	33,800	10,962
4105 City Clerk	304,240	130,823	24,339	112,569	36,509
4301 Finance	1,325,580	569,999	106,046	490,465	159,070
4303 Collections	391,230	168,229	31,298	144,755	46,948
4304 Utility Billing/Cust Service	1,802,030	90,102	90,102	1,351,523	270,305
4306 Purchasing	602,900	259,247	48,232	223,073	72,348
4401 Info. & Tech. Services	1,741,410	1,131,917	87,071	348,282	174,141
6912 Parking Deck-Personnel	43,280	43,280	0	0	0
<b>Total Management Services Division</b>	<b>\$ 6,886,340</b>	<b>\$ 2,684,135</b>	<b>\$ 441,142</b>	<b>\$ 2,920,664</b>	<b>\$ 840,400</b>
<b>Development Services Division</b>					
4103 Engineering	\$ 1,509,850	\$ 1,283,373	\$ 75,493	\$ 150,985	\$ 0
4106 Planning and Zoning	733,260	623,271	0	109,989	0
4108 Building Safety	856,660	856,660	0	0	0
<b>Total Development Services Division</b>	<b>\$ 3,099,770</b>	<b>\$ 2,763,304</b>	<b>\$ 75,493</b>	<b>\$ 260,974</b>	<b>\$ 0</b>
<b>Police Services Division</b>					
4701 Administration	\$ 941,810	\$ 941,810	\$ 0	\$ 0	\$ 0
4702 Support Services	4,370,420	4,370,420	0	0	0
4703 Criminal Investigations	3,029,620	3,029,620	0	0	0
4704 Patrol Operations	8,255,390	8,255,390	0	0	0
4705 Radio Communications	337,420	337,420	0	0	0
4706 Airport Security	199,790	199,790	0	0	0
<b>Total Police Services Division</b>	<b>\$ 17,134,450</b>	<b>\$ 17,134,450</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Distribution of Appropriations to the Operating Funds  
FY17 Projected Budget (Continued)**

	<b>Total Funds</b>	<b>General Fund</b>	<b>Street Maintenance Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Sanitation Operating Fund</b>
<b>Fire Services Division</b>					
4801 Administration	\$ 766,220	\$ 766,220	\$ 0	\$ 0	\$ 0
4802 Suppression and Rescue	10,045,690	10,045,690	0	0	0
4803 1/8% SUT Operations	2,147,700	2,147,700	0	0	0
4804 Training	253,050	253,050	0	0	0
<b>Total Fire Services Division</b>	<b>\$ 13,212,660</b>	<b>\$ 13,212,660</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Streets and Traffic Control</b>					
5101 Administration	\$ 495,890	\$ 0	\$ 495,890	\$ 0	\$ 0
5302 Street Construction	673,850	0	673,850	0	0
5303 Street Drainage	1,158,510	0	1,158,510	0	0
5304 Street Maintenance	1,032,230	0	1,032,230	0	0
5305 Sidewalk Construction	1,047,270	0	1,047,270	0	0
5401 Traffic Control Operations	1,027,210	0	1,027,210	0	0
5403 Street Lighting	1,000,000	0	1,000,000	0	0
<b>Total Streets and Traffic Control</b>	<b>\$ 6,434,960</b>	<b>\$ 0</b>	<b>\$ 6,434,960</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Operation Services Division - Water and Sewer</b>					
5501 Utility Administration	\$ 1,265,450	\$ 0	\$ 0	\$ 1,265,450	\$ 0
5521 Business & Finance	1,191,180	0	0	1,191,180	0
5522 Communications & Training	1,077,360	0	0	1,077,360	0
5523 Engineering & Engineering Technology	1,137,810	0	0	1,137,810	0
5603 Sewer Treatment	3,832,490	0	0	3,832,490	0
5604 Water Treatment	4,208,980	0	0	4,208,980	0
5610 Water Line Maintenance	4,040,850	0	0	4,040,850	0
5611 Sewer Line Maintenance	2,192,970	0	0	2,192,970	0
5612 Sewer Line Construction	925,480	0	0	925,480	0
5625 Environmental Quality	1,609,840	0	0	1,609,840	0
5626 Fleet, Building, Station & Easement Maintenance	3,313,990	0	0	3,313,990	0
5618 Debt Service	23,231,090	0	0	23,231,090	0
<b>Total Water and Sewer</b>	<b>\$ 48,027,490</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 48,027,490</b>	<b>\$ 0</b>

**Distribution of Appropriations to the Operating Funds  
FY17 Projected Budget (Continued)**

	<b>Total Funds</b>	<b>General Fund</b>	<b>Street Maintenance Fund</b>	<b>Water and Sewer Operating Fund</b>	<b>Sanitation Operating Fund</b>
<b>Operation Services Division -</b>					

**Parks and Community Services**

6201 Parks Maintenance	\$ 1,655,080	\$ 1,406,818	\$ 248,262	\$ 0	\$ 0
6202 Oak Cemetery	194,990	194,990	0	0	0
6204 Community Centers	196,610	196,610	0	0	0
6205 Aquatics	169,700	169,700	0	0	0
6206 Riverfront	409,630	409,630	0	0	0
6207 The Park at West End	27,810	27,810	0	0	0
6208 1/8% SUT Operations	<u>2,631,418</u>	<u>2,631,418</u>	<u>0</u>	<u>0</u>	<u>0</u>

**Total Parks and  
Community Services**

\$ 5,285,238	\$ 5,036,976	\$ 248,262	\$ 0	\$ 0
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**Operation Services Division -  
Sanitation**

6301 Administration	\$ 688,950	\$ 0	\$ 0	\$ 0	\$ 688,950
6302 Residential Collection	2,147,930	0	0	0	2,147,930
6303 Commercial Collection	1,042,910	0	0	0	1,042,910
6304 Fleet & Grounds Maintenance	925,270	0	0	0	925,270
6305 Sanitary Landfill	3,231,780	0	0	0	3,231,780
6307 Industrial Collection	<u>972,330</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>972,330</u>

**Total Sanitation**

\$ 9,009,170	\$ 0	\$ 0	\$ 0	\$ 9,009,170
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**Operation Services Division -  
Transit**

6550 Public Transit	<u>\$ 2,695,940</u>	<u>2,695,940</u>			
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**Operation Services Division -  
Health**

6101 Health Services	<u>\$ 117,000</u>	<u>\$ 117,000</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
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<b>Total Operation Services Division</b>	<u>\$ 71,569,798</u>	<u>\$ 7,849,916</u>	<u>\$ 6,683,222</u>	<u>\$ 48,027,490</u>	<u>\$ 9,009,170</u>
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**Non-Departmental**

6600 Non-Departmental	<u>\$ 4,519,370</u>	<u>\$ 2,230,681</u>	<u>\$ 524,425</u>	<u>\$ 91,000</u>	<u>\$ 1,673,264</u>
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**Total Appropriations**

<u>\$ 119,603,518</u>	<u>\$ 48,334,950</u>	<u>\$ 7,888,099</u>	<u>\$ 51,655,409</u>	<u>\$ 11,725,060</u>
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## **FY2016 PROPOSED BUDGET SUPPLEMENT**

Department Overview-Historic Summary- Actual FY14, Budget FY15, Estimated FY15, Budget FY16, Actual FY17	24
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RITA	\$40,000
Marshal's Museum	\$50,000

# **FY16 PROPOSED BUDGET SUPPLEMENT**

## **INTRODUCTION**

The Proposed FY16 Budget Supplement contains detail budgets for each of the operating programs. The Budget Supplement reflects comparative numbers for Actual FY14, Budget FY15, Estimated FY15 and Budget FY16. The detail of expenditure/expense classifications - personnel, operating, capital outlay, debt service and transfers - is reflected as account codes. This detail provides management with the appropriation for each account code as a means to control and review the spending patterns of each program. Detail budgets are used in day-to-day operations of each program. A classification of account codes follows the detail budgets and provides an explanation of each account code.

This document is intended for use by management and is considered a supporting document of the Proposed FY16 Budget. Distribution of the document is limited; however, the Budget Supplement will be provided to those who request a copy or can be viewed on the City's web site once approved.

## POLICY/ADMINISTRATION OVERVIEW:

Policy and Administration is comprised of four programs: 4100 Mayor, 4101 Board of Directors and 4102 City Administrator. The Mayor serves the City in a leadership and public relations role. The Board of Directors sets policy for the City. The City Administrator manages the operations of the City.

The FY16 Budget is \$38,105 less than the FY15 Budget due to midyear reductions during 2015. Priorities planned for 2016 are those that follow the Future Fort Smith Comprehensive Plan, highlighted as follows: implement the comprehensive plan update; provide additional recreational opportunities; continue economic growth strategies; develop and improve citizen engagement and outreach initiatives; support riverfront development; enhance neighborhood vitality; support economic development; compliance with the federal consent decree; educate stakeholders regarding funding for police and fire pensions, and continue converting some fleet to alternatively fueled vehicles as budget allows.

Total personnel for these programs is 12.77FTE for FY16. This is due to a department reorganization and addition of an intern assistance in Program 4102.

POLICY & ADMINISTRATION	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 562,977	\$ 561,680	\$ 601,521	\$ 518,645	\$ 539,350
Operating Expenditures	<u>333,872</u>	<u>265,420</u>	<u>205,205</u>	<u>270,350</u>	<u>277,930</u>
Operating Budget	\$ 896,849	\$ 827,100	\$ 806,726	\$ 788,995	\$ 817,280
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Budget Appropriation	\$ 896,849	\$ 827,100	\$ 806,726	\$ 788,995	\$ 817,280
Authorized Positions	13.00	12.00	12.77	12.77	12.77

# POLICY & ADMINISTRATIVE SERVICES

## MAYOR

## PROGRAM 4100

PERSONNEL		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16	
101	Regular Salaries	22,284	10,000	10,500	10,000	
103	Retirement (Note 2)	8,563	7,500	7,500	7,500	
104	Social Security	2,114	1,180	1,203	1,180	
105	Insurance	6,370	0	0	0	
106	Longevity	37	0	0	0	
108	Other-Vehicle Allowance	5,400	7,320	5,400	5,400	
111	Workers' Compensation	700	0	0	0	
Total		45,468	26,000	24,603	24,080	
OPERATING						
201	Office Supplies	998	750	913	750	
202	Small Equipment	154	300	88	300	
205	Custodial Equipment & Supplies	0	0	0	0	
207	Repair of Equipment	0	100	0	0	
210	Communications	1,075	1,000	399	1,000	
212	Bonds, Insurance, License	0	250	0	250	
213	Postage	378	500	246	500	
214	Advertising, Printing, Photo	3,610	3,500	8,608	5,000	
215	Training & Travel	661	3,500	1,719	2,500	
216	Education, Memberships, Subscriptions	590	2,500	0	500	
217	Lease, Rent, Taxes	21,156	14,000	5,873	14,000	
219	Other-Public Relations, Tales of the Crypt, Holiday Light Displays, 4th of July Event	72,823	80,000	54,946	80,000	
233	Contractual Services-Beautification with Fort Smith Pride	15,267	10,000	2,437	5,000	
Total		116,712	116,400	75,229	109,800	
MAYOR TOTAL		162,180	142,400	99,832	133,880	
SCHEDULE OF PERSONNEL		PAY GRADE	FY14	FY15	FY15	FY16
Mayor	(Note 1)	1	1	1	1	
Administrative Secretary	7	1	0	0	0	
EMPLOYEE POSITIONS		2	1	1	1	

### Funding Allocation:

- 43% General Fund
- 8% Street Maintenance Fund
- 37% Water and Sewer Operating Fund
- 12% Sanitation Operating Fund

Note 1: The Mayor's position is elected and is paid an annual salary of \$10,000.

Note 2: The retirement account includes \$7,500 pension costs for two former Mayors.



# POLICY & ADMINISTRATIVE SERVICES

## BOARD OF DIRECTORS

## PROGRAM 4101

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	6,875	7,000	6,875	7,000
104 Social Security	3,096	3,110	3,096	3,110
108 Other-Vehicle Allowance	33,600	33,600	33,600	33,600
Total	43,571	43,710	43,571	43,710
OPERATING				
205 Custodial Equipment and Supplies	404	250	1,418	1,500
210 Communications	56	10	44	50
214 Advertising, Printing, Photo	965	500	302	500
215 Training & Travel	1,279	2,500	3,372	2,500
216 Education, Memberships, Subscriptions (Note 2)	51,073	51,500	52,000	51,500
219 Other-Public Relations, Televised Meetings	29,160	29,360	25,000	28,000
Total	82,937	84,120	82,136	84,050
BOARD OF DIRECTORS TOTAL	126,508	127,830	125,707	127,760

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Directors	(Note 1)	7	7	7	7
EMPLOYEE POSITIONS		7	7	7	7

### Funding Allocation:

- 28% General Fund; 15% Street Sales Tax Fund
- 8% Street Maintenance Fund
- 37% Water and Sewer Operating Fund
- 12% Sanitation Operating Fund

Note 1: The directors are elected positions and are paid an annual salary of \$1,000.

Note 2: The WAPDD annual dues allocation of \$20,860 for all years presented has been reclassified from Non-Departmental to 4101-216. The 216 account now includes WAPDD, NLC and AML dues.

# POLICY & ADMINISTRATIVE SERVICES

## CITY ADMINISTRATOR

## PROGRAM 4102

PERSONNEL		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries		362,653	374,360	404,000	354,470
103 Retirement		38,386	39,880	48,641	19,985
104 Social Security		25,571	30,000	31,944	28,420
105 Insurance		34,360	36,100	36,100	36,100
106 Longevity		778	590	822	680
108 Other- Vehicle Allowance		10,800	10,000	10,800	10,800
111 Workers' Compensation		1,390	1,040	1,040	400
Total		473,938	491,970	533,347	450,855
OPERATING					
201 Office Supplies		1,501	1,250	1,400	1,250
202 Small Equipment		1,966	500	0	500
205 Custodial Equipment & Supplies		1,087	750	450	750
210 Communications		10,023	7,500	13,456	9,000
212 Bonds, Insurance, Licenses		17	300	0	0
213 Postage		85	100	33	100
214 Advertising, Printing, Photo		19,309	12,000	1,757	12,000
215 Training & Travel		3,892	5,000	1,299	5,000
216 Education, Memberships, Subscriptions		7,353	5,000	12,627	5,500
217 Lease, Rent, Taxes		1,025	2,500	0	2,400
219 Other-Public Relation Items, Contractual Services, Citizen Survey		87,965	30,000	16,818	40,000
Total		134,223	64,900	47,840	76,500
CITY ADMINISTRATOR TOTAL		608,161	556,870	581,187	527,355
SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
City Administrator	(Note 1)	1	1	1	1
Deputy City Administrator	24	1	1	1	1
Communications Manager	12	1	1	1	0
Administrative Intern	8	0	0	0	1
Administrative Assistant	8	1	1	1	1
Senior Clerk-Part Time	4	0	0	0.77	0.77
EMPLOYEE POSITIONS		4	4	4.77	4.77
Funding Allocation:					
23% General Fund; 20% Street Sales Tax Fund					
8% Street Maintenance Fund					
37% Water and Sewer Operating Fund					
12% Sanitation Operating Fund					

Note 1: The City Administrators salary is established by the Board of Directors and is currently \$153,238.

## LEGAL DEPARTMENT OVERVIEW:

The Legal Department contains five programs: 4201 District Court, 4202 Prosecutor, 4203 Public Defender, 4204 City Attorney and 4206 District Court-State Division. The District Court is responsible for the adjudication of all traffic, criminal and civil cases filed in the City. Additionally, a clerk provides services for state division cases for Sebastian County. The City staffs its own prosecutor's office with a Prosecutor and a paralegal.

City Attorney services are provided by a local firm selected through the professional services review. The Public Defender is accounted for by Sebastian County and the funding provided in the 2016 Budget represents the City's share of costs for the year.

The FY16 Budget is consistent with the FY15 Budget for these programs.

Total Legal Department personnel is 21FTE which is the same as last year.

LEGAL DEPARTMENT	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 1,798,234	\$ 1,902,695	\$ 1,918,611	\$ 1,878,175	\$ 1,890,100
Operating Expenditures	244,846	282,610	271,447	297,860	305,900
Operating Budget	\$ 2,043,080	\$ 2,185,305	\$ 2,190,058	\$ 2,176,035	\$ 2,196,000
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 2,043,080	\$ 2,185,305	\$ 2,190,058	\$ 2,176,035	\$ 2,196,000
Authorized Positions	21.00	21.00	21.00	21.00	21.00

# **POLICY & ADMINISTRATIVE SERVICES**

## **DISTRICT COURT OF SEBASTIAN COUNTY, ARKANSAS, FORT SMITH DIVISION**

## **PROGRAM 4201**

<b>PERSONNEL</b>	<b>Actual FY 14</b>	<b>Budget FY 15</b>	<b>Estimated FY 15</b>	<b>Budget FY 16</b>
101 Regular Salaries	748,082	782,900	765,883	792,940
102 Overtime	12,949	15,530	12,744	14,030
103 Retirement	66,062	72,330	61,127	36,340
104 Social Security	56,846	61,670	57,472	62,330
105 Insurance	136,960	143,880	143,880	143,880
106 Longevity	2,323	2,470	2,254	2,530
108 Other-City Share Judges Salaries, Court Interpreters, Substitute Judges	198,850	210,000	230,566	183,950
111 Workers' Compensation	6,220	4,640	4,640	1,800
<b>Total</b>	<b>1,228,292</b>	<b>1,293,420</b>	<b>1,278,566</b>	<b>1,237,800</b>
<b>OPERATING</b>				
201 Office Supplies	9,544	12,000	11,703	11,000
202 Small Equipment	2,750	3,500	3,600	5,000
204 Clothing	(1,927)	3,000	(1,278)	1,000
205 Custodial Equipment & Supplies	1,850	2,500	2,150	2,000
207 Repair of Equipment	1,968	4,800	2,837	3,000
210 Communications	10,167	3,800	8,200	8,200
213 Postage	10,309	13,000	15,163	17,000
214 Advertising, Printing, Photo	6,975	10,000	7,709	9,000
215 Training & Travel	9,692	11,500	9,801	9,500
216 Education, Memberships, Subscriptions	3,822	7,500	7,987	6,000
217 Lease, Rent, Taxes	138,335	157,400	160,000	166,000
219 Other-Computer Maintenance	34,615	32,000	30,000	38,800
<b>Total</b>	<b>228,100</b>	<b>261,000</b>	<b>257,872</b>	<b>276,500</b>
<b>DISTRICT COURT OF SEBASTIAN COUNTY TOTAL</b>	<b>1,456,392</b>	<b>1,554,420</b>	<b>1,536,438</b>	<b>1,514,300</b>

**DISTRICT COURT OF SEBASTIAN COUNTY,  
ARKANSAS, FORT SMITH DIVISION**  
(continued)

**PROGRAM 4201**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
District Judge	(Note 1)	0	0	0	0
District Court Clerk	17	1	1	1	1
Senior Deputy Court Clerk	12	1	1	1	1
Financial Administrator	9	1	1	1	1
Deputy Court Clerk II	8	7	7	7	7
Court Bailiff	7	2	2	2	2
Deputy Court Clerk I	6	4	4	4	4
Records Clerk	3	1	2	1	1
File Clerk	2	1	0	1	1
Interpreter	(Note 2)	0	0	0.63	0.63
EMPLOYEE POSITIONS		18	18	18.63	18.63

Funding Allocation:  
100% General Fund

Note 1: Per the 2007 agreement between the City and the state, the judges are now state employees. The City's share of gross salary for each judge is \$58,650 or a total of \$175,950 and is included in account 108. The current salary, as of July 1, 2015, for the three District Court Judge positions is \$117,300.

Note 2: The interpreter salary was previously included in account code 108. For auditing purposes, salary was transferred to account 101. The position is part-time and works 25 hours per week.

## POLICY & ADMINISTRATIVE SERVICES

### DISTRICT COURT- STATE DIVISION

### PROGRAM 4206

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	35,027	36,150	35,892	36,630
102 Overtime	1,115	3,620	604	1,500
103 Retirement	3,487	3,990	3,218	1,915
104 Social Security	2,760	3,070	2,786	2,940
105 Insurance	5,750	6,050	6,050	6,050
106 Longevity	120	130	127	130
111 Workers' Compensation	490	370	370	100
Total	48,749	53,380	49,047	49,265

DISTRICT COURT-STATE DIVISION TOTAL	48,749	53,380	49,047	49,265
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SCHEDULE OF PERSONNEL	PAY GRADE	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
Deputy Clerk I	6	1	1	1	1
EMPLOYEE POSITIONS		1	1	1	1

Note: This position is 100% funded by Sebastian County. In previous years, this program was not reflected in the City's budget, however, the position is under the supervision of the District Court. An offsetting revenue is included in the General Fund revenue sources.

# POLICY & ADMINISTRATIVE SERVICES

## CITY PROSECUTOR

## PROGRAM 4202

PERSONNEL		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101	Regular Salaries	118,216	123,990	119,941	122,660
102	Overtime	0	2,445	0	0
103	Retirement	11,398	12,500	10,552	6,770
104	Social Security	9,125	9,850	9,265	9,670
105	Insurance	15,360	16,140	16,140	16,140
106	Longevity	300	370	357	370
108	Other- Substitute Prosecutor	2,772	4,000	2,143	2,800
111	Workers' Compensation	1,470	1,100	1,100	200
Total		158,641	170,395	159,498	158,610
OPERATING					
201	Office Supplies	406	700	430	600
202	Small Equipment	531	500	0	250
210	Communications	765	600	950	1,000
212	Bonds, Insurance, Licenses	0	6,500	0	6,500
213	Postage	124	200	83	150
215	Training & Travel	64	130	0	130
216	Education, Memberships, Subscriptions	1,197	1,280	950	1,000
217	Lease, Rent, Taxes	3,162	3,700	3,162	3,730
Total		6,249	13,610	5,575	13,360
CITY PROSECUTOR TOTAL		164,890	184,005	165,073	171,970
SCHEDULE OF PERSONNEL					
	PAY GRADE	FY14	FY15	FY15	FY16
Prosecutor	17	1	1	1	1
Legal Secretary	8	1	1	1	1
EMPLOYEE POSITIONS		2	2	2	2

Funding Allocation:  
100% General Fund

Note: Operating Account Code 212-License fee to add on to District Court computer system when operational.

## POLICY & ADMINISTRATIVE SERVICES

### PROGRAM 4203/4204

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
Public Defender Program 4203				
108 Other- Legal Services	91,742	91,500	91,500	92,500
City Attorney Program 4204				
108 Other- Legal Services	270,810	294,000	340,000	340,000
219 Other- Expenses	10,497	8,000	8,000	8,000
City Attorney Total	281,307	302,000	348,000	348,000

#### Funding Allocations:

Program 4203- 100% General Fund

Program 4204- 50% General Fund

25% Street Maintenance Fund

25% Sanitation Operating Fund

The general legal services for the Water and Sewer Operating Fund are accounted for in Program 5501 Utilities Administration.



## INTERNAL AUDIT OVERVIEW:

The purpose of this program is to review internal control procedures and compliance procedures. Additionally, to assist with the annual external audit examination when deemed necessary, and to provide operating and compliance audits of various procedures and departments.

The FY16 Budget is \$27,685 less than the FY15 Budget. The decrease is contributed to midyear reductions.

INTERNAL AUDIT	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 42,645	\$ 109,260	\$ 105,850	\$ 104,935	\$ 109,640
Operating Expenditures	53,362	57,160	13,923	33,800	33,300
Operating Budget	\$ 96,007	\$ 166,420	\$ 119,773	\$ 138,735	\$ 142,940
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 96,007	\$ 166,420	\$ 119,773	\$ 138,735	\$ 142,940
Authorized Positions	1.00	1.00	1.00	1.00	1.00

# POLICY & ADMINISTRATIVE SERVICES

## INTERNAL AUDIT

## PROGRAM 4405

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	24,884	77,140	75,636	77,610
103 Retirement	2,860	9,510	8,396	5,355
104 Social Security	2,116	6,460	5,668	6,460
105 Insurance	9,520	10,010	10,010	10,010
106 Longevity	37	0	0	0
108 Other	1,869	5,400	5,400	5,400
109 Employee Allowances	369	0	0	0
111 Workers' Compensation	990	740	740	100
Total	42,645	109,260	105,850	104,935

## OPERATING

201 Office Supplies	155	200	450	400
202 Small Equipment	633	0	0	0
205 Custodial Equipment and Supplies	0	0	0	2,000
210 Communications	1,073	600	2,600	1,200
212 Bonds, Insurance, Licenses	10	960	0	500
213 Postage	36	0	0	200
214 Advertising, Printing, Photo	976	500	500	500
215 Training & Travel	1,144	3,000	0	7,000
216 Education, Memberships, Subscriptions	355	2,500	2,100	2,000
219 Other-Audit Consulting Fee	48,980	49,400	8,273	20,000
Total	53,362	57,160	13,923	33,800

INTERNAL AUDIT TOTAL	96,007	166,420	119,773	138,735
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SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Internal Auditor	17	1	1	1	1
EMPLOYEE POSITIONS		1	1	1	1

### Funding Allocation:

- 28% General Fund
- 15% Street Sales Tax Fund
- 8% Street Maintenance Fund
- 37% Water and Sewer Operating Fund
- 12% Sanitation Operating Fund

**HUMAN RESOURCES OVERVIEW:**

The Human Resources department, Program 4104, processes personnel applications; manages the employee insurance and workers' compensation benefit plans and risk management programs; manages and provides training and safety programs; and coordinates civil service policy and administration.

The FY16 Budget is \$20,310 more than the 2015 Budget due to the retirement payout of the director.

Total Human Resource Department personnel is 4.0FTE. There is no change in the level of positions for 2015.

<b>HUMAN RESOURCES</b>	<b>ACTUAL FY 14</b>	<b>BUDGET FY 15</b>	<b>ESTIMATED FY 15</b>	<b>BUDGET FY 16</b>	<b>BUDGET FY 17</b>
Personnel Expenditures	\$ 421,367	\$ 445,110	\$ 488,979	\$ 460,020	\$ 475,420
Operating Expenditures	102,497	105,500	105,662	110,900	108,900
Operating Budget	\$ 523,864	\$ 550,610	\$ 594,641	\$ 570,920	\$ 584,320
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 523,864	\$ 550,610	\$ 594,641	\$ 570,920	\$ 584,320
Authorized Positions	4.00	4.00	4.00	4.00	4.00

# MANAGEMENT SERVICES

## HUMAN RESOURCES

## PROGRAM 4104

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	259,828	265,370	263,063	260,770
102 Overtime	147	710	100	0
103 Retirement	26,829	28,640	24,962	14,570
104 Social Security	19,701	21,140	19,909	20,710
105 Insurance	35,230	37,020	37,020	37,020
106 Longevity	1,020	1,090	1,134	1,150
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400
110 Unemployment Compensation	72,222	85,000	136,651	120,000
111 Workers' Compensation	990	740	740	400
Total	421,367	445,110	488,979	460,020
OPERATING				
201 Office Supplies	1,365	1,250	1,062	1,250
202 Small Equipment	3,069	500	957	500
205 Custodial Equipment & Supplies	1,099	750	1,428	750
207 Repair of Equipment	0	250	650	250
210 Communications	2,906	2,350	2,268	2,350
212 Bonds, Insurance, Licenses	9	250	0	250
213 Postage	616	1,000	345	1,000
214 Advertising, Printing, Photo	540	2,500	2,400	2,500
215 Training & Travel	772	2,750	1,822	2,750
216 Education, Memberships, Subscriptions	3,274	2,300	2,682	2,300
217 Lease, Rent, Taxes- (Time & Attendance System Lease)	82,758	83,600	80,393	87,000
219 Other-Salary Survey	0	4,000	4,958	4,000
220 Examinations	6,089	4,000	6,697	6,000
Total	102,497	105,500	105,662	110,900
HUMAN RESOURCES TOTAL	523,864	550,610	594,641	570,920

**HUMAN RESOURCES****(continued)****PROGRAM 4104**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Director	21	1	1	1	1
Coordinator	10	2	2	2	2
Administrative Coordinator	9	0	0	0	1
Administrative Secretary	7	1	1	1	0
EMPLOYEE POSITIONS		4	4	4	4

## Funding Allocation:

53% General Fund; 10% Street Sales Tax Fund

7% Street Maintenance Fund

21% Water and Sewer Operating Fund

9% Sanitation Operating Fund

## **SAFETY AND RISK MANAGEMENT OVERVIEW**

The Safety and Risk Management department, Program 4109, manages the City's safety and prevention programs to minimize the city's risk and to ensure compliance with federal, state and local laws and regulations, and City policies and procedures. The department also reviews workplace injuries, prepares proposals for Worker's Compensation, property and casualty insurance, risk management and related programs.

This program was authorized by the Board for implementation in FY16.

<b>SAFETY AND RISK MANAGEMENT</b>	<b>ACTUAL FY 14</b>	<b>BUDGET FY 15</b>	<b>ESTIMATED FY 15</b>	<b>BUDGET FY 16</b>	<b>BUDGET FY 17</b>
Personnel Expenditures	\$ 0	\$ 0	\$ 12,461	\$ 81,440	\$ 84,800
Operating Expenditures	0	0	350	6,550	6,550
Operating Budget	\$ 0	\$ 0	\$ 12,811	\$ 87,990	\$ 91,350
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 0	\$ 0	\$ 12,811	\$ 87,990	\$ 91,350
Authorized Positions	0	0	1	1	1

# MANAGEMENT SERVICES

## SAFETY & RISK MANAGEMENT

### PROGRAM 4109

PERSONNEL		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16	
101	Regular Salaries	0	0	9,888	65,000	
103	Retirement	0	0	989	3,250	
104	Social Security	0	0	143	5,090	
105	Insurance	0	0	1,366	8,000	
111	Workers' Compensation	0	0	75	100	
Total		0	0	12,461	81,440	
OPERATING						
201	Office Supplies	0	0	200	250	
202	Small Equipment	0	0	0	500	
203	Fuel, Oil, Lube	0	0	0	1,050	
205	Custodial Equipment & Supplies	0	0	0	250	
207	Repair of Equipment	0	0	0	300	
210	Communications	0	0	150	1,000	
212	Bonds, Insurance, Licenses	0	0	0	850	
213	Postage	0	0	0	100	
214	Advertising, Printing, Photo	0	0	0	250	
215	Travel	0	0	0	1,500	
216	Education, Memberships, Subscriptions	0	0	0	500	
Total		0	0	350	6,550	
CAPITAL OUTLAY		0	0	0	0	
SAFETY & RISK MANAGEMENT TOTAL		0	0	12,811	87,990	
SCHEDULE OF PERSONNEL		PAY GRADE	FY 14	FY 15	FY 15	FY 16
Safety and Risk Manager		16	0	0	1	1
EMPLOYEE POSITIONS			0	0	1	1
Funding Allocation:						
33% General Fund; 10% Street Sales Tax Fund						
8% Street Maintenance Fund						
37% Water and Sewer Operating Fund						
12% Sanitation Operating Fund						

**CITY CLERK DEPARTMENT OVERVIEW:**

The City Clerk, Program 4105, office maintains all official records of the city; responds to citizen requests; receives candidate and initiative petitions and coordinates city elections; coordinates the agenda process for the Board of Directors meetings and records the proceedings of said meetings; provides assistance to departments in researching state laws; provides guidance to departments in drafting of resolutions and ordinances; codifies and publishes city ordinances; oversees operation of the city's cable access channel to keep citizens informed on local government services and community events; and performs other duties/responsibilities as directed by the City Administrator, Mayor and Board of Directors. The primary purpose of this department is to 1) deliver quality essential services in a cost effective, timely manner and 2) help make City government more accessible by keeping citizens better informed of the effectiveness of City services.

The FY16 Budget is \$33,880 or 10% more than the FY15 Budget for this program. The increase is due to both a primary and general election to be held in 2016.

The department has 3FTE which is the same as FY15.

CITY CLERK	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 215,146	\$ 223,730	\$ 218,441	\$ 216,865	\$ 226,690
Operating Expenditures	90,818	112,800	97,715	144,550	77,550
Operating Budget	\$ 305,964	\$ 336,530	\$ 316,156	\$ 361,415	\$ 304,240
Capital Outlay	13,732	0	0	0	0
Budget Appropriation	\$ 319,696	\$ 336,530	\$ 316,156	\$ 361,415	\$ 304,240
Authorized Positions	3.00	3.00	3.00	3.00	3.00



# MANAGEMENT SERVICES

## CITY CLERK/CITIZEN ACTION CENTER

### PROGRAM 4105

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	151,722	156,380	154,507	157,870
103 Retirement	16,345	17,500	15,354	9,395
104 Social Security	11,169	12,580	11,294	12,710
105 Insurance	29,160	30,640	30,640	30,640
106 Longevity	360	490	506	550
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400
111 Workers' Compensation	990	740	740	300
Total	215,146	223,730	218,441	216,865
OPERATING				
201 Office Supplies	852	1,500	484	1,000
202 Small Equipment	4,049	2,000	50	1,000
205 Custodial Equipment & Supplies	238	400	265	400
207 Repair of Equipment	0	500	0	500
210 Communications	733	500	700	750
212 Bonds, Insurance, Licenses	5,269	5,800	5,198	5,800
213 Postage	2,411	2,500	2,999	2,600
214 Advertising, Printing, Photo	31,917	29,700	27,260	32,000
215 Training & Travel	5,832	7,000	5,095	7,000
216 Education, Memberships, Subscriptions	500	500	533	500
217 Lease, Rent, Taxes	4,065	4,000	5,241	4,000
218 Claims	715	1,000	570	1,000
219 Other-Codification of Ordinances, Election Costs	34,237	57,400	49,320	88,000
Total	90,818	112,800	97,715	144,550
CAPITAL OUTLAY	13,732	0	0	0
CITY CLERK/CITIZEN ACTION CENTER TOTAL	319,696	336,530	316,156	361,415

**CITY CLERK/CITIZEN  
ACTION CENTER  
(continued)**

**PROGRAM 4105**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
City Clerk	17	1	1	1	1
Assistant City Clerk	9	1	1	1	1
Production Assistant	6	1	1	1	1
EMPLOYEE POSITIONS		3	3	3	3

Funding Allocation:

33% General Fund; 10% Street Sales Tax Fund  
8% Street Maintenance Fund  
37% Water and Sewer Operating Fund  
12% Sanitation Operating Fund

## FINANCE DEPARTMENT OVERVIEW:

The Finance Department contains six programs: 4301 Finance Administration, 4303 Collections, 4304 Utility Billing/ Customer Service, 4306 Purchasing, 6912 Parking Deck Personnel, and 6921 Parking Facilities (operations only). The Finance Department provides support services to the entire organization, including: budget compilation, development, and monitoring; grant and intergovernmental revenue administration; business registration administration; alcoholic beverage tax and fee billing, collection and monitoring; hospitality tax billing, collection and monitoring; property and equipment risk management and loss control; banking relations; investments of funds on hand; debt service analysis and bond payments; utility billing and related customer service; purchasing management; parking facilities operations; and financial reporting.

The FY16 Budget is \$432,080 less than FY15 Budget. The decrease is due to midyear budget reductions, and elimination of one position in 4301 and elimination of capital outlay requests for 2016.

Total FY16 Finance Department personnel is 33FTE. This is the same level as FY15.

FINANCE	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 2,182,234	\$ 2,321,030	\$ 2,281,281	\$ 2,101,440	\$ 2,298,770
Operating Expenditures	1,512,496	1,954,610	1,764,771	1,792,120	1,892,020
Operating Budget	\$ 3,694,730	\$ 4,275,640	\$ 4,046,052	\$ 3,893,560	\$ 4,190,790
Capital Outlay	49,871	50,000	0	0	22,000
Budget Appropriation	\$ 3,744,601	\$ 4,325,640	\$ 4,046,052	\$ 3,893,560	\$ 4,212,790
Authorized Positions	33.00	34.00	34.00	33.00	33.00

# MANAGEMENT SERVICES

## FINANCE

### PROGRAM 4301

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	678,946	749,000	745,138	649,510
102 Overtime	7	0	0	0
103 Retirement	67,411	73,180	67,434	33,470
104 Social Security	50,835	57,230	55,795	50,970
105 Insurance	106,880	112,280	112,280	105,600
106 Longevity	2,941	3,010	3,117	2,460
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400
111 Workers' Compensation	1,520	1,130	1,130	1,200
Total	913,940	1,001,230	990,294	848,610
OPERATING				
201 Office Supplies	3,955	5,500	2,700	5,000
202 Small Equipment	5,018	4,000	7,522	4,000
205 Custodial Equipment and Supplies	1,800	2,000	1,891	2,000
207 Repair of Equipment	510	800	293	800
210 Communications	6,301	3,800	6,550	4,500
212 Bonds, Insurance, Licenses	318	250	450	250
213 Postage	12,003	12,700	13,320	12,700
214 Advertising, Printing, Photo	12,015	14,000	16,639	14,000
215 Travel	7,195	14,000	13,626	15,000
216 Education, Memberships, Subscriptions	7,118	10,000	12,373	12,000
217 Lease, Rent, Taxes	10,372	16,000	9,346	16,000
219 Other - External Audit, Consulting Fees	168,403	200,000	268,264	200,000
Total	235,008	283,050	352,974	286,250
FINANCE TOTAL	1,148,948	1,284,280	1,343,268	1,134,860

**FINANCE**  
(continued)

**PROGRAM 4301**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Director of Finance	23	1	1	1	1
Deputy Director of Finance	20	0	1	1	0
Controller	19	1	1	1	1
Accounting/Financial Reporting Manager	15	1	1	1	1
Payroll Accountant	10	1	1	1	1
Office & Budget Coordinator	10	0	1	1	1
Grant Administrator	9	1	1	1	1
General Ledger Accountant	9	1	1	1	1
Administrative Coordinator	9	1	0	0	0
Accounting Technician	6	4	4	4	4
EMPLOYEE POSITIONS		11	12	12	11
Funding Allocation:					
23% General Fund; 20% Street Sales Tax Fund					
8% Street Maintenance Fund					
37% Water and Sewer Operating Fund					
12% Sanitation Operating Fund					

## MANAGEMENT SERVICES

### COLLECTIONS

### PROGRAM 4303

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	247,451	255,790	257,089	254,650
102 Overtime	3,469	3,930	4,292	3,500
103 Retirement	24,309	26,090	23,047	13,050
104 Social Security	19,306	20,540	19,959	20,360
105 Insurance	40,990	43,060	43,060	43,060
106 Longevity	1,073	1,090	1,168	1,210
107 Medical Expenses	646	200	0	100
109 Employee Allowances	0	0	0	1,200
111 Workers' Compensation	2,170	1,620	1,620	600
Total	339,414	352,320	350,235	337,730
OPERATING				
201 Office Supplies	4,899	6,000	5,471	5,000
202 Small Equipment	2,006	2,500	1,800	3,000
203 Fuel, Oil, Lube	86	500	44	100
205 Custodial Equipment & Supplies	967	1,000	693	1,000
207 Repair of Equipment	1,589	3,500	3,388	2,000
210 Communications	1,774	2,500	1,700	2,000
212 Bonds, Insurance, Licenses	850	1,000	1,174	1,000
213 Postage	5,185	7,500	7,718	6,000
214 Advertising, Printing, Photo	0	4,000	0	4,000
215 Training & Travel	0	2,500	1,117	2,000
216 Education, Memberships, Subscriptions	1,951	4,500	1,897	2,500
217 Lease, Rent, Taxes	6,397	8,000	5,901	7,000
Total	25,704	43,500	30,903	35,600
COLLECTIONS TOTAL	365,118	395,820	381,138	373,330

**COLLECTIONS**  
(continued)

**PROGRAM 4303**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Collection Manager	12	1	1	1	1
Senior Clerk II	5	5	5	5	5
EMPLOYEE POSITIONS		6	6	6	6
Funding Allocation:					
33% General Fund; 10% Street Sales Tax Fund					
8% Street Maintenance Fund					
37% Water and Sewer Operating Fund					
12% Sanitation Operating Fund					

# MANAGEMENT SERVICES

## UTILITY BILLING/CUSTOMER SERVICE

## PROGRAM 4304

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	531,023	553,510	542,022	542,800
102 Overtime	2,836	3,060	3,317	2,980
103 Retirement	51,663	56,020	47,675	27,460
104 Social Security	39,444	43,220	40,403	42,370
105 Insurance	109,710	115,260	115,260	115,260
106 Longevity	2,212	2,530	2,284	2,410
107 Medical Expenses	0	400	0	100
109 Employee Allowance	1,000	1,010	1,054	1,010
111 Workers' Compensation	11,870	8,840	8,840	4,600
Total	749,758	783,850	760,855	738,990
OPERATING				
201 Office Supplies	2,365	2,000	1,451	2,000
202 Small Equipment	2,372	3,500	4,514	3,500
203 Fuel, Oil, Lube	21,816	26,000	14,479	17,000
204 Clothing	1,877	2,500	3,028	2,500
205 Custodial Equipment and Supplies	2,513	2,500	2,344	2,500
207 Repair of Equipment	5,424	7,500	4,393	5,000
210 Communications	1,982	1,800	2,050	1,800
212 Bonds, Insurance, Licenses	6,951	5,740	8,278	5,860
213 Postage	164,441	160,000	165,368	160,000
214 Advertising, Printing, Photo	82,310	85,000	81,878	85,000
215 Training & Travel	300	1,000	400	1,000
216 Education, Memberships, Subscriptions	3,601	1,300	5,500	11,000
217 Lease, Rent, Taxes	3,810	4,600	3,865	4,600
218 Claims	0	500	0	500
219 Other - Data Processing Charges	562,681	820,000	598,191	650,000
Total	862,443	1,123,940	895,739	952,260
CAPITAL OUTLAY	49,871	0	0	0
UTILITY BILLING/CUSTOMER SERVICE TOTAL	1,662,072	1,907,790	1,656,594	1,691,250



**UTILITY BILLING/CUSTOMER SERVICE**  
**(continued)**

**PROGRAM 4304**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Business Manager	12	1	1	1	1
Accounting Technician	6	1	1	1	1
Customer Service Representative	5	6	6	6	6
Senior Clerk II	5	5	5	5	5
EMPLOYEE POSITIONS		13	13	13	13

Funding Allocation:

75% Water and Sewer Operating Fund  
15% Sanitation Operating Fund  
3% General Fund; 2% Street Sales Tax Fund  
5% Street Maintenance Fund

# MANAGEMENT SERVICES

## PURCHASING

## PROGRAM 4306

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	105,349	105,720	104,089	106,590
102 Overtime	0	320	0	320
103 Retirement	10,301	10,850	9,274	5,430
104 Social Security	8,124	8,340	7,781	8,380
105 Insurance	12,200	12,820	12,820	12,820
106 Longevity	457	560	443	430
109 Employee Allowances	1,200	1,200	1,264	0
111 Workers' Compensation	990	740	740	750
Total	138,621	140,550	136,411	134,720
OPERATING				
201 Office Supplies	2,257	1,700	1,697	1,700
202 Small Equipment	3,019	1,300	6,868	1,500
203 Fuel, Oil, Lube	286	800	264	500
205 Custodial Equipment & Supplies	7,119	7,200	5,111	7,000
206 Materials	2,077	2,340	1,667	2,340
207 Repair of Equipment	171	1,600	228	1,000
208 Repair of Buildings	54,538	50,300	62,160	70,200
210 Communications	9,472	77,310	75,000	75,000
212 Bonds, Insurance, Licenses	3,756	3,710	3,029	3,000
213 Postage	540	700	182	500
214 Advertising, Printing, Photo	2,862	3,570	3,363	3,500
215 Training & Travel	1,025	3,500	7,100	2,500
216 Education, Memberships, Subscriptions	2,640	3,700	3,892	3,500
217 Lease, Rent, Taxes	258,932	290,000	280,116	298,000
Total	348,694	447,730	450,677	470,240
PURCHASING TOTAL	487,315	588,280	587,088	604,960

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Manager	12	1	1	1	1
Purchasing Technician	6	1	1	1	1
EMPLOYEE POSITIONS		2	2	2	2

### Funding Allocation:

33% General Fund; 10% Street Sales Tax Fund  
 8% Street Maintenance Fund  
 37% Water and Sewer Operating Fund  
 12% Sanitation Operating Fund

## **INFORMATION AND TECHNOLOGY SERVICES (ITS) DEPARTMENT OVERVIEW:**

The ITS Department, Program 4401, provides network computer services and support to the City departments. ITS also maintains the City's GIS system.

The FY16 Budget is \$129,000 less than the FY15 Budget. The decrease is due to midyear reductions and reductions in operating costs for 2016.

The ITS Department has 11FTE. Two FTE positions are added in FY16 by order of the Consent Decree and are funded 100% by the Water and Sewer Operating Fund.

<b>INFORMATION &amp; TECHNOLOGY/GIS</b>	<b>ACTUAL FY 14</b>	<b>BUDGET FY 15</b>	<b>ESTIMATED FY 15</b>	<b>BUDGET FY 16</b>	<b>BUDGET FY 17</b>
Personnel Expenditures	\$ 762,196	\$ 790,430	\$ 773,831	\$ 767,450	\$ 802,210
Operating Expenditures	922,887	957,597	907,010	851,200	939,200
Operating Budget	\$ 1,685,083	\$ 1,748,027	\$ 1,680,841	\$ 1,618,650	\$ 1,741,410
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 1,685,083	\$ 1,748,027	\$ 1,680,841	\$ 1,618,650	\$ 1,741,410
Authorized Positions	9	9	9	11	11

# MANAGEMENT SERVICES

## INFORMATION & TECHNOLOGY SERVICES

## PROGRAM 4401

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	590,700	609,540	603,130	615,130
102 Overtime	356	120	0	0
103 Retirement	58,629	62,940	54,762	32,300
104 Social Security	44,930	47,520	45,574	47,900
105 Insurance	59,760	62,780	62,780	62,780
106 Longevity	1,201	1,210	1,265	1,390
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400
111 Workers' Compensation	1,220	920	920	2,550
Total	762,196	790,430	773,831	767,450
OPERATING				
201 Office Supplies	3,990	2,500	752	2,500
202 Small Equipment	119,674	81,000	80,000	65,000
203 Fuel, Oil & Lube	1,703	3,500	1,254	1,500
204 Clothing	667	1,000	795	750
205 Custodial Equipment & Supplies	4,285	3,000	4,133	3,500
206 Materials	735	1,500	576	1,500
207 Repair of Equipment	11,975	15,000	10,210	11,000
208 Repair of Buildings	58,545	82,990	73,528	63,000
210 Communications	423,377	440,607	439,130	440,000
211 Utilities	57,768	65,000	62,876	65,000
212 Bonds, Insurance, Licenses	6,588	10,000	9,094	10,000
213 Postage	26	500	172	250
214 Advertising, Printing, Photo	0	500	35	200
215 Training & Travel	28,114	27,000	26,957	5,000
216 Education, Memberships, Subscriptions	2,277	3,000	2,043	3,000
217 Lease, Rent, Taxes	2,523	3,500	4,271	4,000
240 Software Procurement-Microsoft License	91,204	115,000	95,000	90,000
241 PC Replacements	31,315	15,000	9,227	0
242 Peripheral Replacements	2,094	3,000	2,957	1,000
243 Service Maintenance and Upgrades	76,027	84,000	84,000	84,000
Total	922,887	957,597	907,010	851,200
INFORMATION & TECHNOLOGY SERVICES TOTAL	1,685,083	1,748,027	1,680,841	1,618,650

**INFORMATION & TECHNOLOGY SERVICES**  
(continued)

**PROGRAM 4401**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Director of Information & Technology Systems	22	1	1	1	1
Enterprise Architect	20	0	0	0	1
Support Services Administrator	17	0	0	0	1
Communications Administrator	17	1	1	1	0
Sr. Network Administrator	17	1	1	1	1
Database Administrator	17	1	1	1	1
Network Administrator	15	1	1	1	0
Senior GIS Analyst	13	1	1	1	1
IT Specialist II	9	2	2	2	2
Administrative Coordinator	9	0	0	1	1
IT Services Specialist	7	1	1	0	0
Additional 2 FTE positions below per Ordinance 35-15 dated May 19, 2015 Consent Decree Initiation to provide Year 2015 Staffing. Funding allocation for these positions is 100% Water & Sewer Operating Fund.					
Network Administrator	15	0	0	0	1
IT Specialist II	9	0	0	0	1
EMPLOYEE POSITIONS		9	9	9	11

Funding Allocation:

40% General Fund; 25% Street Sales Tax Fund  
5% Street Maintenance Fund  
20% Water and Sewer Operating Fund  
10% Sanitation Operating Fund

**PARKING AUTHORITY FUND  
PUBLIC PARKING/DECK-  
OPERATIONS & MAINTENANCE**

**PROGRAM 6921**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
OPERATING				
201 Office Supplies	0	100	0	100
202 Small Equipment	0	1,400	0	500
203 Fuel, Oil, Lube	0	20	0	20
204 Clothing	0	920	0	400
205 Custodial Equipment & Supplies	569	1,100	450	1,000
208 Repair of Buildings	17,302	20,000	9,724	20,000
209 Merchandise/Program Participation	0	1,500	0	0
210 Communications	1,571	2,800	1,490	2,000
211 Utilities	11,464	20,000	13,829	15,000
212 Bonds, Insurance, Licenses	6,230	6,150	8,533	6,500
214 Advertising, Printing, Photo	0	600	0	250
217 Lease, Rent, Taxes	0	0	0	0
219 Other- External Audit Fees and Paying Agent Fees	3,511	1,800	452	2,000
Total	40,647	56,390	34,478	47,770
Debt Service		0	0	0
CAPITAL OUTLAY	0	50,000	0	0
 PUBLIC PARKING/DECK TOTAL	 40,647	 106,390	 34,478	 47,770

Funding Allocation:  
100% Parking Authority Fund

**PUBLIC PARKING/DECK-PERSONNEL****PROGRAM 6912**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
PERSONNEL				
101 Regular Salaries	28,933	30,040	31,507	30,070
102 Overtime	0	650	0	110
103 Retirement	2,799	3,090	2,765	1,520
104 Social Security	2,199	2,380	2,394	2,340
105 Insurance	6,100	6,410	6,410	6,410
106 Longevity	180	190	190	190
107 Medical Expenses	0	100	0	100
111 Workers' Compensation	290	220	220	650

Total Public Parking/Deck-Personnel	40,501	43,080	43,486	41,390
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SCHEDULE OF PERSONNEL	PAY GRADE	FY 14	FY 15	FY 15	FY 16
Parking Deck Attendant	2	1	1	1	1
EMPLOYEE POSITIONS		1	1	1	1

Funding Allocation:  
100% General Fund

## ENGINEERING DEPARTMENT OVERVIEW:

The Engineering Department, Program 4103, is responsible for the design and inspection of the City's sales tax CIP for streets and drainage. This Department also reviews plans for other City infrastructure projects.

The major priority for this Department is to prepare current year projects for design and construction within a reasonable time frame and manage construction of all street and drainage projects in process.

The FY16 Budget is \$95,456 less than the FY15 Budget authorization. The decrease is due to mid year reductions in operating costs and reduction in capital requests.

The Engineering Department has 19 FTE positions for FY16. The increase is due to the retirement of a long time Senior Project Engineer previously part-time. The position was re-aligned to full time.

ENGINEERING	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 1,361,029	\$ 1,432,440	\$ 1,357,938	\$ 1,376,775	\$ 1,439,050
Operating Expenditures	47,191	88,840	58,552	70,800	70,800
Operating Budget	\$ 1,408,220	\$ 1,521,280	\$ 1,416,490	\$ 1,447,575	\$ 1,509,850
Capital Outlay	37,794	74,831	74,831	53,080	0
Budget Appropriation	\$ 1,446,014	\$ 1,596,111	\$ 1,491,321	\$ 1,500,655	\$ 1,509,850
Authorized Positions	18.40	18.40	19.00	19.00	19.00



# DEVELOPMENT SERVICES

## ENGINEERING

## PROGRAM 4103

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	999,750	1,036,450	997,863	1,037,190
102 Overtime	6,147	17,580	9,075	18,000
103 Retirement	96,534	108,020	89,060	54,495
104 Social Security	75,435	83,100	75,132	82,580
105 Insurance	155,610	163,480	163,480	163,480
106 Longevity	4,333	4,330	4,284	4,030
107 Medical Expenses	0	500	0	250
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400
109 Employee Allowances	1,200	1,200	1,264	1,200
111 Workers' Compensation	16,620	12,380	12,380	10,150
Total	1,361,029	1,432,440	1,357,938	1,376,775
OPERATING				
201 Office Supplies	3,122	5,000	2,743	5,000
202 Small Equipment	899	3,000	1,451	2,000
203 Fuel, Oil, Lube	11,168	15,000	8,519	13,000
204 Clothing	965	2,000	1,000	2,000
205 Custodial Equipment and Supplies	1,343	2,000	1,626	2,000
207 Repair of Equipment	3,517	7,500	1,700	5,000
208 Repair of Buildings	2,371	16,000	2,667	4,000
210 Communications	4,062	4,000	5,300	5,000
212 Bonds, Insurance, Licenses	15,333	14,890	20,928	14,500
213 Postage	742	2,000	900	2,000
214 Advertising, Printing, Photo	431	1,800	594	1,800
215 Training & Travel	461	2,500	750	1,500
216 Education, Memberships, Subscriptions	2,062	4,500	715	3,000
217 Lease, Rent, Taxes	632	7,650	7,576	8,000
219 Other- Filing Fees	83	1,000	2,084	2,000
Total	47,191	88,840	58,552	70,800
CAPITAL OUTLAY				
	37,794	74,831	74,831	0
301 1/2 Ton Full Size Pickup (1) (Replacement 2000 Model)				21,750
302 Full Size Sport Utility Vehicle 4WD (1) (Replacement 2003 Model)				31,330
Total Capital Outlay				53,080
ENGINEERING TOTAL	1,446,014	1,596,111	1,491,321	1,500,655

**ENGINEERING**  
(continued)

**PROGRAM 4103**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Director	22	1	1	1	1
Senior Project Engineer	13-16	2.4	2.4	2	2
Project Engineer	12	1	1	2	2
Construction Coordinator	11	1	1	1	1
Engineering Technician IV	10	2	2	2	2
Projects Coordinator	9	1	1	1	1
Administrative Coordinator	9	1	1	1	1
Engineering Technician II	8	2	2	2	2
Construction Inspector	8	6	6	6	6
Accounting Technician	6	1	1	1	1
EMPLOYEE POSITIONS		18.4	18.4	19	19

Upon the retirement of a long time Senior Project Engineer (part-time), position was re-aligned to 1 FTE position.

Funding Allocation:

- 80% Street Sales Tax Fund; 5% General Fund
- 10% Water and Sewer Operating Fund
- 5% Street Maintenance Fund

## DEVELOPMENT DEPARTMENT OVERVIEW:

The Development Department includes four programs: 4106 Planning and Zoning, 4107 Community Development Block Grant, 4108 Building Safety, and 6900 Neighborhood Services. Each program is described as follows:

### 4106-

This program manages City land-use ordinances, policies and procedures governing all development within the City and its growth area within the framework and policies of the Comprehensive Plan, provides professional services and advice to the board of Directors, Planning commission, committees, and other City divisions involved in development review; manages the Historic District Commission, responds to public inquiries and reviews building permits each year to ensure compliance of federal and state laws as well as local ordinances, reviews and processes all property activity complaints, performs field analysis, makes recommendations, and issues violation notices when necessary.

### 4107-

This program is responsible for administering the costs and charges related to the planning and implementation of community development projects funded in whole or in part by the Community Development Block Grant (CDBG) and HOME Grant Programs. Administration activities include providing general project management, annual planning ensuring compliance with Fair Housing Standards and Environmental Review as well as other statutory requirements. Program activities include responsibility for the rehabilitation of privately owned residential properties for low and moderate income households and other programs to help provide affordable housing.

### 4108-

The purpose of this program is to protect the public's life, health, and welfare in the building environment. The department issues building permits for buildings and structures and inspects buildings, structures and property for safety and health compliance to federal, state and local codes and ordinances. Permits are issued and inspections are made to the construction, enlargement, alteration, repairs, on the moving of demolition, occupancy, or change of occupancy of a building or structure and for the installment, enlargement, alteration, repair, removal, conversion of electrical, gas, mechanical, and plumbing systems as well as the erection or replacement of signs, driveways and swimming pools. Drawings with construction details and specifications are submitted for review to obtain permits for construction. Properties and buildings are inspected and codes are enforced to ensure safe and healthy conditions.

### 6900-

The purpose of this division is to protect the public's life, health, and welfare by enforcing the requirements of the Property Maintenance Code, residential parking ordinances and other neighborhood improvement codes and ordinances in accordance with the comprehensive plan's goal to "Preserve, Protect and Improve Fort Smith's neighborhoods". The division inspects properties for items such as overgrowth, overcrowding of structures, trash fencing, abandoned vehicles, indoor furniture kept outside, and buildings for compliance to the property maintenance code. The work includes having the properties cleared by supervising contractors that mow and clean the properties.

This Department has 31FTE positions for FY16 that is the same as FY15.

The FY16 Budget is \$155,00 less than the FY15 Budget. The decrease is attributable to mid-year reductions and reductions to operating costs for FY16 and elimination of capital requests for FY16.

DEVELOPMENT DEPARTMENT	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 2,096,510	\$ 2,211,180	\$ 2,160,582	\$ 2,118,349	\$ 2,214,901
Operating Expenditures	524,186	413,100	377,630	379,880	396,060
Operating Budget	\$ 2,620,696	\$ 2,624,280	\$ 2,538,212	\$ 2,498,229	\$ 2,610,961
Capital Outlay	92,244	29,500	29,500	0	65,250
Budget Appropriation	\$ 2,712,940	\$ 2,653,780	\$ 2,567,712	\$ 2,498,229	\$ 2,676,211
Authorized Positions	30.00	31.00	31.00	31.00	31.00

## DEVELOPMENT SERVICES

### PLANNING AND ZONING

### PROGRAM 4106

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	449,482	462,970	462,627	462,530
102 Overtime	975	2,430	824	0
103 Retirement	45,323	49,140	39,627	24,755
104 Social Security	33,992	36,990	35,070	36,380
105 Insurance	65,622	69,080	69,080	69,080
106 Longevity	1,696	1,870	1,898	1,930
108 Other-Vehicle Allowance, Homeless Coordinator	30,252	38,400	39,296	38,400
109 Employee Allowances	1,200	0	1,264	0
111 Workers' Compensation	1,260	940	940	1,900
Total	629,802	661,820	650,626	634,975
OPERATING				
201 Office Supplies	5,252	3,400	1,775	3,400
202 Small Equipment	2,701	3,000	1,600	2,500
203 Fuel, Oil, Lube	1,349	1,750	1,282	1,750
205 Custodial Equipment and Supplies	944	1,250	902	1,200
207 Repair of Equipment	773	1,500	143	950
210 Communications	1,927	2,500	2,308	2,500
212 Bonds, Insurance, Licenses	2,558	2,870	4,696	3,350
213 Postage	3,058	4,000	2,611	3,800
214 Advertising, Printing, Photo	10,012	8,500	9,744	10,000
215 Training & Travel	3,115	5,400	1,312	3,500
216 Education, Memberships, Subscriptions	7,898	9,800	5,478	9,500
217 Lease, Rent, Taxes	9,647	10,000	7,020	10,000
219 Other - Planning Commission, Special Plans	160,598	22,000	26,491	10,000
Total	209,832	75,970	65,362	62,450
PLANNING TOTAL	839,634	737,790	715,988	697,425

**PLANNING AND ZONING**  
(continued)

**PROGRAM 4106**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Director of Development	22	1	1	1	1
Senior Planner	13	2	2	2	2
Planner I	10	2	2	2	2
Planner II	8	1	1	1	1
Administrative Secretary	7	1	1	1	1
Accounting Technician	6	0.75	0.75	0.75	0.75
EMPLOYEE POSITIONS		7.75	7.75	7.75	7.75

Funding Allocation:

65% General Fund; 20% Street Sales Tax Fund  
15% Water and Sewer Operating Fund

Note: The City's share of the Homeless Coordinator is \$38,400 for 2016 and is included in account 108. The position is a part of the Housing Authority.

## DEVELOPMENT SERVICES

### COMMUNITY DEVELOPMENT

### PROGRAM 4107

PERSONNEL	Budget FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	186,610	192,850	192,850	194,650
103 Retirement	19,950	20,610	20,610	10,375
104 Social Security	14,620	15,210	15,210	15,340
105 Insurance	27,780	29,010	29,010	29,010
106 Longevity	850	730	730	790
111 Workers' Compensation	760	570	570	850
Total	250,570	258,980	258,980	251,015
OPERATING				
201 Office Supplies	2,500	2,500	2,500	2,500
202 Small Equipment	5,000	5,000	5,000	5,000
203 Fuel, Oil, Lube	3,500	3,500	3,500	3,500
205 Custodial Equipment and Supplies	1,000	1,000	1,000	1,000
207 Repair of Equipment	4,000	2,500	2,500	2,550
210 Communications	2,000	2,000	2,000	2,000
212 Bonds, Insurance, Licenses	1,890	1,990	1,990	1,990
213 Postage	1,000	1,000	1,000	1,000
214 Advertising, Printing, Photo	3,100	3,100	3,100	3,100
215 Travel	10,000	10,000	10,000	10,000
216 Education, Memberships, Subscriptions	4,850	4,850	4,850	4,850
217 Lease, Rent, Taxes	4,000	4,000	4,000	4,000
219 Other-Audit Services	12,000	9,000	9,000	15,000
Total	54,840	50,440	50,440	56,490
CAPITAL OUTLAY	28,900	29,500	29,500	0
COMMUNITY DEVELOPMENT TOTAL	334,310	338,920	338,920	307,505

**COMMUNITY DEVELOPMENT**  
**(continued)**

**PROGRAM 4107**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Director of Community Development	17	1	1	1	1
Community Development Coordinator	11	1	1	1	1
Housing Assistance Coordinator	11	1	1	1	1
Accounting Technician	6	0.25	0.25	0.25	0.25
EMPLOYEE POSITIONS		3.25	3.25	3.25	3.25

Note: This program budget is funded by the Community Development Block Grant Fund.

Funding Allocation:  
100% Community Development Block Grant Fund

# DEVELOPMENT SERVICES

## BUILDING SAFETY

## PROGRAM 4108

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	563,661	577,980	578,496	583,190
102 Overtime	442	3,100	42	0
103 Retirement	54,445	58,610	50,936	29,330
104 Social Security	42,997	45,930	43,821	45,880
105 Insurance	88,530	93,010	93,010	93,010
106 Longevity	1,985	2,050	2,402	2,350
111 Workers' Compensation	3,240	2,420	2,420	4,950
Total	755,300	783,100	771,127	758,710
OPERATING				
201 Office Supplies	2,986	3,190	2,151	3,000
202 Small Equipment	526	3,500	976	1,500
203 Fuel, Oil, Lube	14,830	17,500	11,599	12,500
204 Clothing	1,119	1,200	1,100	1,200
205 Custodial Equipment and Supplies	436	500	220	500
207 Repair of Equipment	7,624	11,500	6,583	8,500
209 Merchandise/Program Participation/Code Books	2,281	1,500	310	750
210 Communications	7,198	7,500	7,400	4,500
212 Bonds, Insurance, Licenses	7,156	8,100	7,400	7,540
213 Postage	796	1,500	436	1,000
214 Advertising, Printing, Photo	682	1,500	842	1,000
215 Training & Travel	7,819	10,000	11,311	7,700
216 Education, Memberships, Subscriptions	1,214	2,500	1,318	1,500
217 Lease, Rent, Taxes	4,575	4,500	3,960	4,700
219 Other-Scanning of Stored Documents	0	0	0	0
Total	59,242	74,490	55,606	55,890
CAPITAL OUTLAY	23,725	0	0	0
BUILDING SAFETY TOTAL	838,267	857,590	826,733	814,600



**BUILDING SAFETY**  
**(continued)**

**PROGRAM 4108**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Building Official	18	1	1	1	1
Plans Examiner	10	1	1	1	1
Electrical Inspector	9	2	2	2	2
Plumbing Inspector	9	1	1	1	1
Building Inspector	9	2	2	2	2
HVAC Inspector	9	1	1	1	1
HVAC Plumbing Inspector	9	1	1	1	1
Permit Officer	8	1	1	1	1
Accounting Technician	6	1	1	1	1
EMPLOYEE POSITIONS		11	11	11	11

Funding Allocation:  
100% General Fund

## DEVELOPMENT SERVICES

### CLEANUP/DEMOLITION PROGRAM FUND

#### NEIGHBORHOOD SERVICES

#### PROGRAM 6900

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	335,032	367,780	352,757	354,624
102 Overtime	775	2,590	0	1,000
103 Retirement	32,353	37,430	31,034	18,175
104 Social Security	24,652	29,010	25,886	28,180
105 Insurance	62,720	65,900	65,900	65,900
106 Longevity	1,286	1,570	1,272	1,570
111 Workers' Compensation	4,020	3,000	3,000	4,200
Total	460,838	507,280	479,849	473,649
OPERATING				
201 Office Supplies	1,923	3,000	1,855	2,000
202 Small Equipment	4,296	3,500	225	2,000
203 Fuel, Oil, Lube	13,290	15,000	10,795	11,000
204 Clothing	1,189	1,100	1,100	1,100
205 Custodial Equipment and Supplies	325	500	483	500
207 Repair of Equipment	2,529	7,500	3,980	6,000
210 Communications	4,646	200	5,676	4,920
212 Bonds, Insurance, Licenses	939	4,900	7,119	5,030
213 Postage	22,084	29,000	26,656	26,000
214 Advertising, Printing, Photo	2,061	3,000	2,311	3,000
215 Training & Travel	2,439	4,500	6,165	4,500
216 Education, Memberships, Subscriptions	279	1,000	1,178	1,000
217 Lease, Rent, Taxes	4,120	4,000	3,679	4,000
219 Other-Cleanup/Demolition Costs	140,152	135,000	135,000	134,000
Total	200,272	212,200	206,222	205,050
CAPITAL OUTLAY	39,619	0	0	0

NEIGHBORHOOD SERVICES TOTAL	700,729	719,480	686,071	678,699
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SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Property Maintenance Supervisor	11	1	1	1	1
Property Maintenance Inspector	7	4	5	5	5
Environmental Coordinator	5	1	0	0	0
Senior Clerk II	5	2	3	3	3
EMPLOYEE POSITIONS		8	9	9	9

Note: This program is not included in the operating funds appropriations as funds are allocated from the Cleanup/Demolition Program Fund. Annual funding is provided by transfers from the General Fund (\$90k) and the Sanitation Operating Fund (\$470k). Employees of the program are under the direction of the Development Services 4108 Building Safety Program.

Funding Allocation:  
100% Cleanup/Demolition Fund

## POLICE DEPARTMENT OVERVIEW:

The Police Department includes eight programs: 4701 Administration, 4702 Support Services, 4703 Criminal Investigations, 4704 Patrol, 4705 Radio Communication, 4706 Airport Security, 6911 Police Grant and 6920 Public Parking Enforcement. These programs provide intelligence unit services, public affairs, internal affairs, information desk, central records training, 911 communications, facilities management, evidence, vice/narcotics, juvenile services, investigation, identification, troop services, traffic enforcement, crime prevention, animal control, City radio communications, airport security, downtown parking meter collection and enforcement, and public parking deck and lot enforcement.

The FY16 Budget is \$619,000 less than the FY16 Budget. The decrease is attributable to reduction in capital requests for FY16 and reductions to operating expenses for FY16.

The Police Department has 219FTE positions for FY16 which is consistent with FY15.

POLICE DEPARTMENT	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 12,121,044	\$ 12,433,720	\$ 12,594,402	\$ 12,494,539	\$ 13,413,960
Operating Expenditures	<u>3,046,540</u>	<u>3,345,989</u>	<u>2,839,955</u>	<u>3,063,120</u>	<u>3,216,760</u>
Operating Budget	\$ 15,167,584	\$ 15,779,709	\$ 15,434,357	\$ 15,557,659	\$ 16,630,720
Capital Outlay	<u>95,717</u>	<u>397,210</u>	<u>383,087</u>	<u>0</u>	<u>713,050</u>
Budget Appropriation	\$ 15,263,301	\$ 16,176,919	\$ 15,817,444	\$ 15,557,659	\$ 17,343,770
Authorized Positions	224.00	220.00	221.00	205.00	219.00

# POLICE SERVICES

## ADMINISTRATION

## PROGRAM 4701

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	334,734	322,830	318,586	338,640
102 Overtime	1,242	3,660	0	700
103 Retirement	5,277	5,720	5,091	3,500
104 Social Security	6,757	7,340	6,473	8,120
105 Insurance	51,660	54,270	54,270	54,270
106 Longevity	1,053	1,200	1,265	1,270
107 Medical Expenses	9,261	15,000	12,524	13,000
109 Allowances-Clothing, Language & Field Training	5,050	4,800	3,867	4,800
111 Workers' Compensation	1,180	880	880	4,800
Total	416,214	415,700	402,956	429,100
OPERATING				
201 Office Supplies	304	500	302	500
202 Small Equipment	1,495	1,000	739	18,000
203 Fuel, Oil, Lube	2,794	4,000	1,999	2,500
204 Clothing	4,210	5,000	3,775	4,500
205 Custodial Equipment and Supplies	1,753	2,000	2,532	2,000
206 Materials	2,808	2,360	494	2,360
207 Repair of Equipment	10,528	10,500	10,032	10,500
208 Repair of Buildings	64,685	76,660	66,365	70,000
210 Communications	217,475	222,000	184,106	183,000
211 Utilities	100,885	110,000	112,749	114,000
212 Bonds, Insurance, Licenses	15,424	15,550	20,951	15,570
214 Advertising, Printing, Photo	1,120	1,000	855	1,000
215 Training & Travel	6,256	9,000	14,079	11,000
216 Education, Memberships, Subscriptions	16,864	13,000	16,780	14,450
217 Lease, Rent, Taxes	4,435	4,500	5,276	5,000
218 Claims	0	800	0	500
219 Other-Public Relations, Police Academy	0	500	3,535	500
220 Examinations-2 Yr.Assessment Testing	35,213	0	825	30,000
Total	486,249	478,370	445,394	485,380
CAPITAL OUTLAY	69,306	0	0	0

Note: Reallocated expense for cell phone equipment to 202 Small Equipment from 210 Communications for FY16.

ADMINISTRATION TOTAL	971,769	894,070	848,350	914,480
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**ADMINISTRATION**  
(continued)

**PROGRAM 4701**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Police Chief	23	1	1	1	1
Captain	15	1	1	1	1
Sergeant	13	0	0	0	0
Administrative Coordinator	9	0	0	1	1
Corporal	8	1	1	1	1
Accreditation Technician (Corporal)	8	1	1	1	1
Administrative Assistant	8	1	1	0	0
Patrol Officer (KEEP Coordinator)	7	1	0	0	0
EMPLOYEE POSITIONS		6	5	5	5

Funding Allocation:  
100% General Fund

## POLICE SERVICES

### SUPPORT SERVICES

### PROGRAM 4702

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	1,967,053	1,939,120	2,066,765	2,177,790
102 Overtime	163,886	148,380	185,719	165,000
103 Retirement	119,052	137,570	121,388	75,765
104 Social Security	106,376	118,750	116,548	131,970
105 Insurance	344,800	356,010	356,010	356,010
106 Longevity	4,827	5,650	5,215	5,650
108 Medical Expenses	35	0	0	0
109 Allowances-Clothing, Language, Field, CTO Training	22,560	26,000	23,643	32,000
111 Workers' Compensation	16,870	12,320	12,320	51,840
Total	2,745,459	2,743,800	2,887,608	2,996,025
OPERATING				
201 Office Supplies	24,080	26,000	28,428	26,000
202 Small Equipment	122,337	104,990	93,243	115,000
203 Fuel, Oil, Lube	11,721	15,000	6,851	11,000
204 Clothing	8,531	9,000	7,814	9,000
205 Custodial Equipment and Supplies	17,186	14,000	16,000	14,500
206 Materials	483	1,500	237	700
207 Repair of Equipment	9,272	10,100	9,668	10,000
208 Repair of Buildings	32,587	32,000	15,878	26,000
212 Bonds, Insurance, Licenses	11,804	15,950	16,876	13,000
213 Postage	3,884	5,000	3,713	4,500
214 Advertising, Printing, Photo	9,383	7,500	7,043	7,500
215 Training & Travel	17,086	18,000	24,677	38,000
216 Education, Memberships, Subscriptions	14,289	27,350	25,003	25,000
217 Lease, Rent, Taxes	13,442	16,000	13,514	14,000
218 Claims	60	1,000	600	500
219 Other - Prisoner Care	480,281	580,881	385,000	400,000
230 Computer Equipment & Software	41,658	49,000	32,422	75,000
231 Computer Equipment & Software Maintenance	259,572	280,000	249,250	270,000
232 Computer System & Network Fees-Lease Pur. Note 2	109,952	109,960	164,928	0
233 Computer System Support & Consulting	2,650	9,000	21,205	9,000
236 EOC Communications	35,373	35,000	29,191	35,000
237 EOC Technology Maintenance	0	9,000	6,000	9,000
Total	1,225,631	1,376,231	1,157,541	1,112,700
CAPITAL OUTLAY	6,900	0	0	0
SUPPORT SERVICES TOTAL	3,977,990	4,120,031	4,045,149	4,108,725

**SUPPORT SERVICES****PROGRAM 4702**

(continued)

Note 1: Account Code 232 is zero for FY16-final lease payment made during FY15.

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Major	18	1	1	1	1
Police Network Administrator	17	1	1	1	1
Police Network Analyst	15	1	1	1	1
Captain	15	2	2	2	1
Sergeant	13	3	3	3	3
Crime Analyst	10	1	1	1	1
Building Engineer	9	1	1	1	1
Corporal	8	9	9	9	8
Patrol Officer	7	1	1	1	1
Evidence Custodian	7	1	1	1	1
CALEA Communications (Admin. Support Tech)	6	1	1	1	1
Records Technician	6	1	1	1	1
Accounting Technician	6	1	1	1	1
911 Dispatch/Comm.Operator	5-7	24	24	24	24
Senior Clerk II	5	0	0	0	1
Senior Clerk I	4	3	3	2	2
Maintenance Person	3	1	1	1	1
Customer Service Desk (Part-time)	2	2.25	2.25	2.25	2.25
EMPLOYEE POSITIONS		54.25	54.25	53.25	52.25

Funding Allocation:

100% General Fund

## POLICE SERVICES

### CRIMINAL INVESTIGATIONS

### PROGRAM 4703

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	1,976,935	1,997,670	1,931,290	2,144,670
102 Overtime	45,887	56,870	60,000	62,020
103 Retirement	10,398	13,470	8,485	4,130
104 Social Security	35,857	41,950	36,505	38,810
105 Insurance	352,290	370,080	370,080	370,080
106 Longevity	8,653	8,830	9,020	8,950
107 Medical Expenses	2,650	6,000	1,688	3,000
109 Allowances-Clothing, Language, Field, CTO Training	51,125	53,000	49,620	54,000
111 Workers' Compensation	16,429	12,660	12,660	42,140
Total	2,500,224	2,560,530	2,479,348	2,727,800
OPERATING				
201 Office Supplies	1,848	3,000	1,400	2,000
202 Small Equipment	5,998	5,500	8,083	7,000
203 Fuel, Oil, Lube	58,697	70,000	40,665	55,000
204 Clothing	16,726	17,000	15,989	17,000
205 Custodial Equipment and Supplies	201	2,000	0	800
206 Materials	4,100	5,000	5,855	6,000
207 Repair of Equipment	41,160	47,500	21,700	45,000
212 Bonds, Insurance, Licenses	41,286	42,120	38,000	40,200
214 Advertising, Printing, Photo	1,910	3,000	861	2,500
215 Training & Travel	12,421	15,000	25,731	20,000
216 Education, Memberships, Subscriptions	25,985	16,700	23,685	17,700
217 Lease, Rent, Taxes	6,127	5,900	6,100	6,150
218 Claims	0	0	505	0
219 Other- Confidential Buy Money	12,170	12,500	12,540	15,000
Total	228,629	245,220	201,114	234,350
CAPITAL OUTLAY	0	0	0	0
CRIMINAL INVESTIGATIONS TOTAL	2,728,853	2,805,750	2,680,462	2,962,150



**CRIMINAL INVESTIGATIONS**  
(continued)

**PROGRAM 4703**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Major	18	1	1	1	1
Captain	15	1	1	1	1
Sergeant	13	6	6	6	6
Corporal (Note 3)	8	19	19	19	20
Patrol Officer	7	14	14	14	13
Senior Clerk II	5	2	2	2	1
Secretary (Note 1)	5	0.4385	0.4385	0.4385	0.4385
EMPLOYEE POSITIONS		43.44	43.44	43.44	42.44

Note 1: The Secretary position in Program 6911 will be split 44/56 between Programs 4703 and 6911 respectively in 2015.

Note 2: The retirement costs for sworn personnel in this program are \$745,610 for 2015. The retirement contribution is made from the LOPFI Contribution Fund and is not paid from this program. For details, please refer to the Budget Highlights Section-Retirement Plans in the 2015 Budget Document.

Note 3: One Corporal is partially reimbursed by the 12th Judicial Drug Task Force.

Funding Allocation:  
100% General Fund

# POLICE SERVICES

## PATROL OPERATIONS

### PROGRAM 4704

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	4,679,345	4,874,750	4,956,960	4,542,460
102 Overtime	189,747	189,900	302,106	283,000
103 Retirement	28,341	38,640	22,043	14,205
104 Social Security	76,496	94,590	81,360	88,740
105 Insurance	894,600	912,880	912,880	778,120
106 Longevity	14,289	14,650	14,545	15,250
107 Medical Expenses	35	0	0	0
109 Allowances-Clothing, Language, Field Training	32,736	28,000	30,901	40,000
111 Workers' Compensation	63,590	46,480	46,480	92,160
Total	5,979,179	6,199,890	6,367,275	5,853,935
OPERATING				
202 Small Equipment	17,936	54,476	37,000	65,000
203 Fuel, Oil, Lube	306,523	320,750	236,946	300,000
204 Clothing	66,831	60,000	59,797	60,000
205 Custodial Equipment and Supplies	12,305	10,000	2,113	8,000
206 Materials	523	2,300	721	1,000
207 Repair of Equipment	162,146	180,000	163,817	175,000
210 Communications	0	0	700	0
212 Bonds, Insurance, Licenses	58,817	67,250	81,889	58,100
214 Advertising, Printing, Photo	738	3,000	112	1,000
215 Training & Travel	2,738	4,500	3,275	9,850
216 Education, Memberships, Subscriptions	21,344	36,400	22,000	30,000
217 Lease, Rent, Taxes	3,455	4,500	4,300	4,500
218 Claims	0	1,000	825	1,000
219 Other - Agreements with Sebastian County Humane Society	292,175	298,000	206,472	298,000
Total	945,531	1,042,176	819,967	1,011,450
CAPITAL OUTLAY	0	297,210	288,411	0
PATROL OPERATIONS TOTAL	6,924,710	7,539,276	7,475,653	6,865,385

**PATROL OPERATIONS**  
(continued)

**PROGRAM 4704**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Major	18	1	1	1	1
Captain	15	4	3	3	4
Sergeant	13	11	11	11	11
Corporal	8	27	34	27	33
Patrol Officer	7	61	51	60	40
Patrol Officer (KEEP) Coordinator	7	0	1	1	0
Quartermaster	7	1	1	1	1
Animal Control Officer	5	5	5	5	5
Senior Clerk II	5	1	1	1	1
Customer Service Desk (PT)	4	0	0	0	0
Senior Clerk I	3	0	0	0	0
Cadet	2	0.75	0.75	0.75	0.75
EMPLOYEE POSITIONS		111.75	108.75	110.75	96.75

Funding Allocation:  
100% General Fund

# POLICE SERVICES

## RADIO COMMUNICATIONS

### PROGRAM 4705

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	93,944	98,320	104,059	99,029
102 Overtime	176	1,030	852	1,000
103 Retirement	9,069	12,610	9,200	5,325
104 Social Security	6,844	9,840	7,399	8,340
105 Insurance	23,800	25,000	25,000	25,000
106 Longevity	379	370	379	370
111 Workers' Compensation	550	410	410	1,920
Total	134,762	147,580	147,299	140,984
OPERATING				
201 Office Supplies	806	800	900	800
202 Small Equipment	6,095	9,300	9,997	7,000
203 Fuel, Oil, Lube	2,148	3,000	2,354	2,500
204 Clothing	357	500	667	500
205 Custodial Equipment and Supplies	238	650	360	750
207 Repair of Equipment	74,098	76,052	94,444	100,000
208 Repair of Buildings	4,948	8,600	1,029	5,900
210 Communications	0	0	400	0
211 Utilities	14,295	15,000	14,583	15,000
212 Bonds, Insurance, Licenses	16,347	18,500	22,000	2,510
213 Postage	537	500	534	500
214 Advertising, Printing, Photo	328	200	115	200
215 Training & Travel	2,347	2,500	1,000	15,000
216 Education, Memberships, Subscriptions	84	4,180	83	5,800
217 Lease, Rent, Taxes-Lease Purchase	26,584	26,600	26,584	26,600
Total	149,212	166,382	175,050	183,060
CAPITAL OUTLAY	19,511	100,000	94,676	0

RADIO COMMUNICATIONS TOTAL	303,485	413,962	417,025	324,044
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Note 1: Increase in FY16 Training & Travel attributable to specialized Motorola training necessary for certification of Radio Technician. Radio Communication Supervisor will be retiring in near future.

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Radio Communications Supervisor	11	1	1	1	1
Radio Technician	9	1	1	1	1
EMPLOYEE POSITIONS		2	2	2	2

Funding Allocation:  
100% General Fund

# POLICE SERVICES

## AIRPORT SECURITY

## PROGRAM 4706

PERSONNEL		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries		158,726	162,460	117,664	141,320
102 Overtime		6,986	10,000	17,825	17,000
104 Social Security		1,921	2,520	1,510	2,310
105 Insurance		28,030	29,450	29,450	29,450
106 Longevity		568	670	472	610
109 Employee Allowances		0	0	0	0
111 Workers' Compensation		1,540	1,150	1,150	2,880
Total		197,771	206,250	168,071	193,570
OPERATING					
216 Education, Memberships, Subscriptions		2,200	3,550	2,846	3,600
AIRPORT SECURITY TOTAL					
		199,971	209,800	170,917	197,170
SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Corporal	8	2	2	2	2
Patrol Officer	7	1	1	1	1
EMPLOYEE POSITIONS					
		3	3	3	3

Note 1: This program is partially funded by a federal grant. The estimate for 2015 is \$120,000.

Funding Allocation:  
100% General Fund

## POLICE GRANT PROGRAM FUND

### POLICE GRANT

### PROGRAM 6911

PERSONNEL		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101	Regular Salaries	38,709	38,700	38,700	40,430
Total		38,709	38,700	38,700	40,430
POLICE GRANT TOTAL		38,709	38,700	38,700	40,430

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Secretary	5	0.56	0.56	0.56	0.56
EMPLOYEE POSITIONS		0.56	0.56	0.56	0.56

Note: This program is not included in the Operating Funds appropriations as funds are allocated from the Police Grant Fund by the DEA Fayetteville Task Force. The employee in the program is under the direction of the Police Services Division. Funding for the personnel codes above will be made on a 56% reimbursement basis from the District beginning in 2012. The remaining 44% will be funded from program 4703, a General Fund program.

Funding Allocation:  
100% Special Grants Fund

# PARKING AUTHORITY FUND

## PARKING ENFORCEMENT

### PROGRAM 6920

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	72,520	82,740	69,336	81,830
102 Overtime	52	520	0	100
103 Retirement	6,960	8,590	6,276	4,105
104 Social Security	5,487	6,590	4,893	6,300
105 Insurance	16,510	17,350	17,350	17,350
106 Longevity	97	190	0	130
111 Workers' Compensation	7,100	5,290	5,290	2,880
Total	108,726	121,270	103,145	112,695
OPERATING				
201 Office Supplies	0	250	0	100
202 Small Equipment	(314)	20,000	28,853	20,000
203 Fuel, Oil, Lube	372	1,200	758	900
204 Clothing	0	2,500	1,665	1,700
207 Repair of Equipment	832	5,000	2,083	5,000
212 Bonds, Insurance, License	5,073	1,910	2,348	1,680
214 Advertising, Printing, Photo	1,323	1,200	405	1,200
216 Education, Memberships, Subscriptions	1,802	2,000	1,931	2,000
Total	9,088	34,060	38,043	32,580
PUBLIC PARKING TOTAL	117,814	155,330	141,188	145,275

**PARKING ENFORCEMENT**  
(continued)

**PROGRAM 6920**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Senior Clerk I	4	1	1	1	1
Meter Technician	3	2	2	2	2
EMPLOYEE POSITIONS		3	3	3	3

Note: The employees of this program are under the direction of the Police Services Division. Funds for this Program are maintained in the Parking Authority Fund and, therefore, this program is not included in the operating funds appropriations. This program reflects the total operating costs of the enforcement for the downtown parking system.

Funding Allocation:  
100% Parking Authority Fund



## FIRE DEPARTMENT OVERVIEW:

The Mission of the Fort Smith Fire Department is to serve the community by protecting lives, property, and the environment in a safe, efficient and professional manner.

The Purpose of the Fort Smith Fire Department is to provide timely, effective and efficient fire protection, suppression prevention, education and investigation services to the citizens of Fort Smith.

The Fire Department consists of four programs: 4801 Administration, Prevention and Training, 4802 Suppression, 4803 1/8% Sales Tax Operations and 4804 Training. The 4801 program includes management of all fire services for the city code enforcement, investigations, construction reviews, fire prevention education and inspections. Program 4802 responds to all emergencies that may occur within the City of Fort Smith. These emergencies may include fire suppression, emergency medical, rescue operations and hazardous materials releases. This program also assists citizens with fire protection and prevention problems and fire pre-plans of commercial businesses for familiarization in the event of an emergency. They are also responsible for routine maintenance and testing fire hydrants in conjunction with regular daily schedule of building, grounds, and equipment maintenance. Program 4803 includes the operating and capital costs supported by the 1/8% local sales and use tax. Personnel in this program staff the new fire station built at Chaffee Crossing. A fire training facility is funded through this program as well as the purchase of replacement apparatus for the department. Program 4804 includes the training operations that is certified through the Arkansas State Fire Academy.

The FY16 Budget is \$316,000 less than the FY15 Budget. The decrease is attributable to mid year reductions and a decrease in capital requests for FY16. The major capital cost for FY16 is the sinking fund transfer for future fire apparatus.

The total personnel of the Fire Department is 152 FTE for FY16 which is consistent with the FY15 Budget.

FIRE DEPARTMENT	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 10,673,146	\$ 11,843,310	\$ 11,391,712	\$ 11,899,560	\$ 11,962,520
Operating Expenditures	1,122,914	1,220,031	1,101,588	1,274,670	1,250,140
Operating Budget	\$ 11,796,060	\$ 13,063,341	\$ 12,493,300	\$ 13,174,230	\$ 13,212,660
Capital Outlay	2,559,664	745,167	690,477	318,000	0
Budget Appropriation	\$ 14,355,724	\$ 13,808,508	\$ 13,183,777	\$ 13,492,230	\$ 13,212,660
Authorized Positions	152.00	152.00	152.00	152.00	152.00

# FIRE SERVICES

## ADMINISTRATION

## PROGRAM 4801

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	482,094	513,850	481,313	513,600
102 Overtime	1,618	4,730	3,034	4,500
103 Retirement	14,619	14,850	12,944	8,120
104 Social Security	11,236	12,220	10,823	12,710
105 Insurance	61,500	59,610	59,610	59,610
106 Longevity	1,861	1,930	2,019	1,930
107 Medical Expenses	190	1,140	210	1,140
108 Allowances-Clothing, Language & Field Training	5,400	5,400	5,688	5,400
109 Investigative Allowance	2,400	4,800	2,529	2,420
111 Workers' Compensation	1,140	850	850	10,290
Total	582,058	619,380	579,020	619,720
<b>OPERATING</b>				
201 Office Supplies	7,238	6,750	3,950	6,750
202 Small Equipment	12,023	20,000	27,738	20,000
203 Fuel, Oil, Lube	11,826	12,600	6,744	10,000
204 Clothing	3,094	10,010	2,552	10,010
207 Repair of Equipment	8,393	8,800	3,424	8,800
208 Repair of Buildings	(5,113)	1,000	4,507	1,000
210 Communications	12,862	7,100	9,786	7,100
212 Bonds, Insurance, Licenses	9,746	8,610	9,044	8,610
213 Postage	421	900	285	700
214 Advertising, Printing, Photo	4,872	3,600	3,836	3,600
215 Training & Travel	8,149	9,250	7,681	6,750
216 Education, Memberships, Subscriptions	6,947	5,000	10,897	7,500
217 Lease, Rent, Taxes	7,488	8,000	5,973	8,000
219 Other-Hazmat County Fee, Emergency Notification	44,506	34,500	34,484	34,500
220 Examinations-Civil Service, Assessment Testing	0	0	0	30,000
Total	132,452	136,120	130,901	163,320
<b>CAPITAL OUTLAY</b>	16,145	0	0	0
 <b>ADMINISTRATION TOTAL</b>	 730,655	 755,500	 709,921	 783,040

## FIRE SERVICES

### ADMINISTRATION (CONTINUED)

### PROGRAM 4801

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Fire Chief	23	1	1	1	1
Assistant Chief	19	1	1	1	1
Training Officer	17	0	0	1	1
Fire Marshal	17	2	2	1	1
Administrative Assistant	8	0	0	0	1
Senior Mechanic II	9	1	1	1	1
Administrative Secretary	7	1	1	1	0
Accounting Technician	6	0	0	0	1
Senior Clerk II	5	1	1	1	0
EMPLOYEE POSITIONS		7	7	7	7

Funding Allocation:  
100% General Fund

# FIRE SERVICES

## SUPPRESSION AND RESCUE

## PROGRAM 4802

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	6,263,717	7,064,920	6,669,450	6,966,840
102 Overtime Note 1	375,041	465,300	498,707	515,000
103 Retirement Note 2	20,907	17,690	9,206	11,960
104 Social Security	76,399	103,390	83,208	103,590
105 Insurance	1,086,560	1,141,440	1,141,440	1,141,440
106 Longevity	20,513	21,670	21,472	21,430
107 Medical Expenses	5,194	12,580	7,260	12,580
109 Allowances-Clothing, Language & Field Training	73,764	73,210	77,418	73,210
111 Workers' Compensation	38,330	28,540	28,540	180,810
Total	7,960,425	8,928,740	8,536,701	9,026,860
OPERATING				
202 Small Equipment	138,923	136,520	132,842	136,520
203 Fuel, Oil, Lube	121,312	129,300	86,484	125,000
204 Clothing	113,620	197,874	175,032	169,260
205 Custodial Equipment & Supplies	41,057	50,000	36,947	50,000
206 Materials	38,486	34,100	26,454	34,000
207 Repair of Equipment Note 2	141,127	146,130	152,232	175,000
208 Repair of Buildings	60,355	62,000	73,001	74,000
210 Communications	87,565	19,400	8,246	19,400
211 Utilities	78,412	83,000	81,436	83,000
212 Bonds, Insurance, Licenses	50,144	58,860	70,492	50,150
213 Postage	0	250	0	250
214 Advertising, Printing, Photo	350	400	247	400
215 Training & Travel	18,677	15,000	18,424	15,000
216 Education, Memberships, Subscriptions	15,638	11,000	11,498	6,000
217 Lease, Rent, Taxes	202	2,000	863	2,000
219 Other-Fire Station Alerting System	0	0	0	20,000
220 Examinations	19,141	4,000	0	4,000
Total	925,009	949,834	874,198	963,980
CAPITAL OUTLAY	7,732	9,000	0	0
SUPPRESSION AND RESCUE TOTAL	8,893,166	9,887,574	9,410,899	9,990,840

**SUPPRESSION AND RESCUE**  
(continued)

**PROGRAM 4802**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Battalion Chief	17	3	3	3	3
Captain	14	33	33	33	33
Driver	9	42	42	42	42
Firefighter	6	45	45	45	45
EMPLOYEE POSITIONS		123	123	123	123

Funding Allocation:  
100% General Fund

Note 1: The Fire Department is required to maintain mandatory minimum staffing requirements.

Note 2: Tires for fleet vehicles on average replaced yearly due to wear and tear.

# FIRE SERVICES

## 1/8% SALES TAX OPERATIONS

## PROGRAM 4803

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	1,230,147	1,300,720	1,310,436	1,266,430
102 Overtime	43,511	57,000	77,512	65,000
103 Retirement	491,383	530,880	499,675	489,140
104 Social Security	13,822	21,000	15,499	17,470
105 Insurance	176,740	185,670	185,670	185,670
106 Longevity	4,266	4,450	4,667	4,810
109 Allowances-Clothing, Language & Field Training	12,025	12,000	12,680	12,000
111 Workers' Compensation	6,240	4,650	4,650	29,400
<b>Total</b>	<b>1,978,134</b>	<b>2,116,370</b>	<b>2,110,789</b>	<b>2,069,920</b>
<b>OPERATING</b>				
202 Small Equipment	8,296	1,800	2,190	4,000
203 Fuel, Oil, Lube	4,862	13,520	4,358	10,000
204 Clothing	1,269	14,167	18,036	16,000
205 Custodial Equipment & Supplies	0	3,500	6,056	5,000
206 Materials	155	500	317	500
207 Repair of Equipment	5,821	10,000	6,032	14,370
208 Repair of Buildings	10	1,000	3,063	2,000
210 Communications	2,335	3,000	2,583	3,000
211 Utilities	3,709	14,500	14,377	14,500
212 Bonds, Insurance, Licenses	6,721	5,870	11,404	8,170
215 Training & Travel	(1,854)	1,000	990	1,000
216 Education, Memberships, Subscriptions	280	500	450	500
<b>Total</b>	<b>31,604</b>	<b>69,357</b>	<b>69,856</b>	<b>79,040</b>
<b>CAPITAL OUTLAY</b>	<b>823,262</b>	<b>390,477</b>	<b>390,477</b>	<b>0</b>
<b>Sinking Fund Depreciation- (4803-360)</b>				
Appropriation for Apparatus Replacement	1,100,985	345,690	300,000	318,000
<b>1/8% SALES TAX OPERATIONS</b>	<b>3,933,985</b>	<b>2,921,894</b>	<b>2,871,122</b>	<b>2,466,960</b>
<b>Scheduled Purchase from Sinking Fund:</b>				
Brush Truck (1) (Replacement 1994 Model)				150,000

**1/8% SALES TAX OPERATIONS**  
**(continued)**

**PROGRAM 4803**

SCHEDULE OF PERSONNEL	PAY GRADE	FY 14	FY 15	FY 15	FY 16
Fire Marshal (1-Captain)	17	2	2	2	2
Battalion Chief	17	3	3	3	3
Captain	14	9	9	9	9
Driver	9	3	3	3	3
Firefighter	6	3	3	3	3
EMPLOYEE POSITIONS		20	20	20	20

Funding Allocation:  
 1/8% Sales Tax-General Fund (100%)

# FIRE SERVICES

## TRAINING

## PROGRAM 4804

		Actual	Budget	Estimated	Budget	
PERSONNEL		FY 14	FY 15	FY 15	FY 16	
101	Regular Salaries	131,123	155,840	142,780	156,940	
104	Social Security	1,685	2,340	1,848	2,740	
105	Insurance	17,670	18,570	18,570	18,570	
106	Longevity	591	670	627	670	
109	Allowances-Clothing, Language & Field Training	1,200	1,200	1,177	1,200	
111	Workers' Compensation	260	200	200	2,940	
Total		152,529	178,820	165,202	183,060	
OPERATING						
202	Small Equipment	28,816	19,400	9,347	18,010	
203	Fuel, Oil, Lube	1,273	4,000	1,586	2,500	
204	Clothing	1,415	2,350	915	2,350	
206	Materials	0	5,000	450	15,000	
207	Repair of Equipment	441	500	4,219	3,000	
208	Repair of Buildings	0	500	0	500	
210	Communications	0	2,200	473	1,000	
211	Utilities	0	2,900	326	2,900	
212	Bonds, Insurance, Licenses	9	1,870	2,506	1,870	
215	Training & Travel	1,810	5,000	61	4,000	
216	Education, Memberships, Subscriptions	85	21,000	6,750	17,200	
Total		33,849	64,720	26,633	68,330	
CAPITAL OUTLAY		611,540	0	0	0	
FIRE TRAINING TOTAL		797,918	243,540	191,835	251,390	
SCHEDULE OF PERSONNEL		PAY GRADE	FY 14	FY 15	FY 15	FY 16
Division Chief		17	1	1	1	1
Battalion Chief		17	1	1	1	1
EMPLOYEE POSITIONS			2	2	2	2

Funding Allocation:  
100% General Fund

Note 1: These two positions were transferred from Program 4801 for 2014. This program is funded in part by Act 833 insurance turnback funds. Estimated revenue from this source in 2016 is \$99,000.



## STREETS AND TRAFFIC CONTROL DEPARTMENT OVERVIEW:

The Streets and Traffic Control Department is made up of seven programs: 5101 Administration, 5302 Street Construction, 5303 Street Drainage, 5304 Street Maintenance, 5305 Sidewalk Construction, 5401 Traffic Control Operations and 5403 Street Lighting. The Department is responsible for performing minor street construction projects, constructing curbs and gutters, maintaining the City's drainage system including road ditches, retention ponds, creeks and inlet streams, maintaining and upgrading all traffic control devices, constructing and repairing sidewalks, and providing and installing high visibility street signage.

The Department's major priority for 2016 is to provide the highest level of safety for the City's street, drainage and traffic control systems. The Department immediately responds to hazardous situations so that dangerous consequences are eliminated.

Total personnel for the Department in FY16 is 71.64 which is consistent with FY15.

The FY16 Budget is \$254,000 more than the FY15 Budget. The increase is in capital additions.

STREETS AND TRAFFIC CONTROL	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 3,520,773	\$ 3,703,670	\$ 3,587,234	\$ 3,566,515	\$ 3,719,450
Operating Expenditures	2,602,546	2,701,459	2,401,464	2,625,810	2,715,510
Operating Budget	\$ 6,123,319	\$ 6,405,129	\$ 5,988,698	\$ 6,192,325	\$ 6,434,960
Capital Outlay	198,604	30,000	0	495,000	0
Budget Appropriation	\$ 6,321,923	\$ 6,435,129	\$ 5,988,698	\$ 6,687,325	\$ 6,434,960
Authorized Positions	71.64	72.80	72.48	72.25	72.36

# **OPERATION SERVICES STREETS & TRAFFIC CONTROL**

## **ADMINISTRATION**

## **PROGRAM 5101**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	247,401	259,000	251,636	258,180
102 Overtime	1,195	2,000	1,068	1,500
103 Retirement	25,701	28,000	22,231	14,510
104 Social Security	19,505	20,710	19,954	20,620
105 Insurance	31,020	32,600	32,600	32,600
106 Longevity	815	910	937	1,030
107 Medical Expenses	0	250	0	250
108 Other	5,400	5,400	5,400	5,400
111 Workers' Compensation	2,480	1,850	1,850	2,950
 Total	 333,517	 350,720	 335,676	 337,040
 <b>OPERATING</b>				
201 Office Supplies	4,673	4,700	3,218	4,500
202 Small Equipment	984	31,200	2,525	2,000
203 Fuel, Oil, Lube	564	800	312	600
204 Clothing	939	1,500	319	1,000
205 Custodial Equipment & Supplies	15,634	16,000	17,624	16,000
206 Materials	67	300	607	800
207 Repair of Equipment	776	1,000	187	700
208 Repair of Buildings	47,791	52,149	43,626	52,000
210 Communications	4,333	2,500	4,805	5,000
211 Utilities	30,621	28,000	29,875	30,000
212 Bonds, Insurance, Licenses	7,467	6,830	10,485	7,000
213 Postage	1,303	1,000	2,561	2,000
214 Advertising, Printing, Photo	798	1,000	406	500
215 Training & Travel	223	700	2,005	2,000
216 Education, Memberships, Subscriptions	3,051	9,700	1,048	1,500
217 Lease, Rent, Taxes	4,921	5,500	5,230	5,500
218 Claims	2,432	1,500	12,778	10,000
219 Other-Consultant Fees, Bridge Inspection Fee	2,563	2,600	754	2,600
 Total	 129,140	 166,979	 138,365	 143,700
 <b>ADMINISTRATION TOTAL</b>	 462,657	 517,699	 474,041	 480,740
 Sinking Fund-Depreciation				0

**ADMINISTRATION**  
(continued)

**PROGRAM 5101**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Director of Streets and Traffic Control	22	1	1	1	1
Administrative Supervisor	11	1	0	0	0
Sidewalk & Traffic Coordinator	10	0	1	1	1
Administrative Secretary	7	1	1	1	1
Secretary/Dispatcher	5	1	1	1	1
Clerk	4	1	1	1	1
EMPLOYEE POSITIONS		5	5	5	5

Funding Allocation:  
100% Street Maintenance Fund

# **OPERATION SERVICES STREETS & TRAFFIC CONTROL**

## **STREET CONSTRUCTION**

## **PROGRAM 5302**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	305,442	330,540	323,856	327,940
102 Overtime	8,478	12,630	15,455	12,610
103 Retirement	28,939	32,840	26,894	16,300
104 Social Security	23,225	26,460	25,134	26,260
105 Insurance	70,430	73,990	73,990	73,990
106 Longevity	1,408	1,450	1,443	1,450
107 Medical Expenses	245	500	195	300
111 Workers' Compensation	18,110	13,490	13,490	5,310
 Total	 456,277	 491,900	 480,457	 464,160
 <b>OPERATING</b>				
202 Small Equipment	12,556	10,000	11,010	10,000
203 Fuel, Oil, Lube	31,058	38,000	30,481	32,000
204 Clothing	11,345	13,700	7,930	10,000
206 Materials	57,613	60,000	36,698	60,000
207 Repair of Equipment	49,354	50,000	42,236	45,000
210 Communications	1,456	1,500	1,266	1,000
212 Bonds, Insurance, Licenses	15,414	18,860	19,017	18,000
215 Training & Travel	201	300	271	300
216 Education, Memberships, Subscriptions	0	3,600	0	500
217 Lease, Rent, Taxes	2,201	2,500	1,098	7,500
 Total	 181,198	 198,460	 150,007	 184,300
 <b>CAPITAL OUTLAY</b>	 116,086	 0	 0	
301 Dump Truck (1) (Replacment 2003 Model)				140,000
 Total Capital Outlay				 140,000
 <b>STREET CONSTRUCTION TOTAL</b>	 753,561	 690,360	 630,464	 788,460
 Sinking Fund-Depreciation				64,300

**STREET CONSTRUCTION**  
(continued)

**PROGRAM 5302**

Planned Purchases-2016

1/2 Ton Pickup (1) (Replacement 2005 Model)	22,000
1 Ton Flatbed Truck (1) (Replacement 1999 Model)	40,000

Total	62,000
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SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Supervisor	11	1	1	1	1
Street Construction Foreperson	7	1	1	1	1
Heavy Equipment Mechanic	6	2	2	2	2
Carpenter	5	1	1	1	1
Equipment Operator III	5	1	1	1	1
Equipment Operator II	4	1	1	1	1
Concrete Finisher	4	1	1	1	1
Equipment Operator (Part-time-mowing)	2	0.72	0.72	0.72	0.75
EMPLOYEE POSITIONS		8.72	8.72	8.72	8.75

Funding Allocation:  
100% Street Maintenance Fund

# **OPERATION SERVICES STREETS & TRAFFIC CONTROL**

## **STREET DRAINAGE**

## **PROGRAM 5303**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	554,501	613,120	510,431	578,830
102 Overtime	30,333	28,320	35,888	31,000
103 Retirement	49,762	52,670	42,650	28,525
104 Social Security	43,689	49,890	40,659	47,420
105 Insurance	127,520	113,970	113,970	113,970
106 Longevity	2,599	2,770	2,590	2,830
107 Medical Expenses	351	500	698	600
111 Workers' Compensation	21,950	16,340	16,340	10,620
 Total	 830,705	 877,580	 763,226	 813,795
<b>OPERATING</b>				
202 Small Equipment	4,856	5,500	14,182	8,000
203 Fuel, Oil, Lube	86,726	87,000	57,341	55,000
204 Clothing	12,493	13,700	15,572	15,000
206 Materials	33,915	50,000	18,166	50,000
207 Repair of Equipment	97,938	90,000	109,890	90,000
210 Communications	2,078	1,100	3,585	4,000
212 Bonds, Insurance, Licenses	24,302	31,430	30,435	30,000
215 Training & Travel	27	300	330	300
216 Education, Memberships, Subscriptions	0	3,600	0	500
217 Lease, Rent, Taxes	41,120	40,000	54,679	55,000
219 Other-Removal of Trees	5,095	2,500	1,463	2,000
 Total	 308,550	 325,130	 305,643	 309,800
<b>CAPITAL OUTLAY</b>	0	0	0	
301 1 Ton Flat Bed Pickup (1) (Addition)				40,000
Total Capital Outlay				40,000
 <b>STREET DRAINAGE TOTAL</b>	 1,139,255	 1,202,710	 1,068,869	 1,163,595
Sinking Fund- Depreciation				137,875
Planned Purchases- 2016				
2 Ton Dump Truck (1) (Replacement 1997 Model)				100,000
1 Ton Flat Bed Pickup (1) (Replacement 2001 Model)				40,000
Total				140,000

**STREET DRAINAGE**  
(continued)

**PROGRAM 5303**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Supervisor	11	1	1	1	1
Street Drainage Foreperson	7	1	1	1	1
Mechanic	6	1	1	1	1
Equipment Operator III	5	3	3	3	3
Equipment Operator II	4	4	4	4	4
Equipment Operator I	3	2	2	2	2
Laborer	2	2	2	2	2
Equipment Operator (Seasonal-Mowing)	2	1.44	2.88	1.5	1.5
Laborer (Seasonal)	1	1.44	1.16	1.5	1.5
EMPLOYEE POSITIONS		16.88	18.04	17	17

Funding Allocation:  
100% Street Maintenance Fund

# **OPERATION SERVICES STREETS & TRAFFIC CONTROL**

## **STREET MAINTENANCE**

## **PROGRAM 5304**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	422,481	462,290	446,229	486,300
102 Overtime	40,978	21,320	35,069	29,000
103 Retirement	40,742	42,300	37,408	21,635
104 Social Security	34,087	37,450	34,961	39,820
105 Insurance	110,200	115,770	115,770	115,770
106 Longevity	1,240	1,330	1,335	1,630
107 Medical Expenses	620	500	300	1,000
111 Workers' Compensation	24,470	18,220	18,220	9,440
<b>Total</b>	<b>674,818</b>	<b>699,180</b>	<b>689,292</b>	<b>704,595</b>
<b>OPERATING</b>				
202 Small Equipment	13,793	15,000	7,844	10,000
203 Fuel, Oil, Lube	70,214	77,000	68,000	55,000
204 Clothing	12,130	12,500	11,054	12,000
206 Materials	122,233	100,000	124,300	120,000
207 Repair of Equipment	58,016	65,000	49,790	60,000
210 Communications	1,390	1,000	2,632	2,800
212 Bonds, Insurance, Licenses	21,276	22,440	25,478	25,000
215 Training & Travel	0	200	129	200
216 Education, Memberships, Subscriptions	0	3,600	0	500
217 Lease, Rent, Taxes	2,126	3,500	5,998	1,500
<b>Total</b>	<b>301,178</b>	<b>300,240</b>	<b>295,225</b>	<b>287,000</b>
<b>Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	
301 Tractor for Weed Spraying (1) (Addition)				45,000
<b>Total Capital Outlay</b>				<b>45,000</b>
<b>STREET MAINTENANCE TOTAL</b>	<b>975,996</b>	<b>999,420</b>	<b>984,517</b>	<b>1,036,595</b>
<b>Sinking Fund- Depreciation</b>				<b>100,100</b>
<b>Planned Purchases-2016</b>				
2 Ton 16 Foot Flat Bed Pickup (1) (Replacement 2003 Model)				90,000
<b>Total</b>				<b>90,000</b>



**STREET MAINTENANCE**  
(continued)

**PROGRAM 5304**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Supervisor	11	1	1	1	1
Foreperson	7	1	1	1	1
Equipment Operator II	4	6	6	6	6
Concrete Finisher	4	1	1	1	1
Equipment Operator I	3	1	1	1	2
Laborer	2	2	2	2	2
Equipment Operator (Seasonal)	2	2.16	2.16	2.16	1
Laborer (Seasonal)	1	1.44	1.44	1.44	1.5
EMPLOYEE POSITIONS		15.60	15.60	15.60	15.50

Funding Allocation:  
100% Street Maintenance Fund

# **OPERATION SERVICES STREETS & TRAFFIC CONTROL**

## **SIDEWALK CONSTRUCTION**

## **PROGRAM 5305**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	377,709	382,760	411,390	388,610
102 Overtime	17,255	17,250	29,487	20,000
103 Retirement	37,561	40,100	38,504	20,500
104 Social Security	29,815	30,770	33,168	31,480
105 Insurance	73,160	76,860	76,860	76,860
106 Longevity	875	910	948	1,330
107 Medical Expenses	210	1,000	210	800
111 Workers' Compensation	25,320	18,850	18,850	7,080
 Total	 561,905	 568,500	 609,417	 546,660
 <b>OPERATING</b>				
202 Small Equipment	5,782	7,000	6,863	6,500
203 Fuel, Oil, Lube	29,792	30,000	22,490	25,000
204 Clothing	10,441	11,000	8,834	10,000
206 Materials	293,800	280,000	234,873	300,000
207 Repair of Equipment	21,518	20,000	22,661	17,000
210 Communications	576	1,000	749	1,000
212 Bonds, Insurance, Licenses	289	5,000	6,291	6,500
215 Training & Travel	27	400	0	400
216 Education, Memberships, Subscriptions	0	3,600	0	500
217 Lease, Rent, Taxes	3,012	5,000	16,853	14,000
 Total	 365,237	 363,000	 319,614	 380,900
 <b>CAPITAL OUTLAY</b>	 82,518	 0	 0	
301 Triaxle Dump Truck (1) (Addition)				140,000
302 1 Ton Flat Bed Pickup (1) (Addition)				40,000
303 Backhoe Trailers (2)				36,000
 Total Capital Outlay				 216,000
 <b>SIDEWALK CONSTRUCTION TOTAL</b>	 1,009,660	 931,500	 929,031	 1,143,560
  Sinking Fund- Depreciation				 47,900
 Planned Purchase-2016				 0

**SIDEWALK CONSTRUCTION**  
(continued)

**PROGRAM 5305**

SCHEDULE OF PERSONNEL	PAY GRADE	FY 14	FY 15	FY 15	FY 16
Foreperson	7	2	2	2	2
Carpenter	5	2	2	2	2
Equipment Operator III	5	2	2	2	2
Concrete Finisher	4	4	4	4	4
Equipment Operator II	4	2	2	2	2
EMPLOYEE POSITIONS		12	12	12	12

Funding Allocation:

100% Street Maintenance Fund

# **OPERATION SERVICES STREETS & TRAFFIC CONTROL**

## **TRAFFIC CONTROL OPERATIONS**

## **PROGRAM 5401**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	468,845	510,500	507,866	514,400
102 Overtime	7,459	5,200	9,160	7,500
103 Retirement	42,267	47,570	41,660	24,145
104 Social Security	35,317	39,710	38,120	40,190
105 Insurance	98,250	103,220	103,220	103,220
106 Longevity	1,653	1,870	1,807	2,050
107 Medical Expenses	70	500	113	500
111 Workers' Compensation	9,690	7,220	7,220	8,260
<b>Total</b>	<b>663,551</b>	<b>715,790</b>	<b>709,166</b>	<b>700,265</b>
<b>OPERATING</b>				
201 Office Supplies	198	310	374	310
202 Small Equipment      Note 1	16,829	21,160	9,300	28,000
203 Fuel, Oil, Lube	35,998	40,000	27,226	30,000
204 Clothing	6,838	7,000	5,976	7,000
205 Custodial Equipment & Supplies	529	600	1,492	1,500
206 Materials	97,044	135,750	126,840	130,000
207 Repair of Equipment	22,813	24,600	17,837	20,000
210 Communications	11,601	9,100	6,378	7,000
211 Utilities	86,277	80,000	74,001	75,000
212 Bonds, Insurance, Licenses	20,026	11,580	15,649	11,000
213 Postage	0	120	0	120
214 Advertising, Printing, Photo	145	180	0	180
215 Training & Travel	3,372	4,000	1,575	3,500
216 Education, Memberships, Subscriptions	4,126	11,400	3,690	5,000
217 Lease, Rent, Taxes	662	1,850	544	1,500
<b>Total</b>	<b>306,458</b>	<b>347,650</b>	<b>290,882</b>	<b>320,110</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	
301 Traffic Signal Management Software				54,000
<b>Total Capital Outlay</b>				<b>54,000</b>
<b>TRAFFIC CONTROL OPERATIONS TOTAL</b>	<b>970,009</b>	<b>1,093,440</b>	<b>1,000,048</b>	<b>1,074,375</b>
Sinking Fund- Depreciation				53,250
Planned Fleet Purchases 2016 3/4 Ton Pickup w/Utility Bed (2) (Replacement 2002 & 2008 Model)				64,000
<b>Total Planned Purchases</b>				<b>64,000</b>

**TRAFFIC CONTROL OPERATIONS**  
(continued)

**PROGRAM 5401**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Manager	13	1	1	1	1
Supervisor	11	0	1	0	0
Electronics Technician	8	2	1	2	2
Foreperson	7	1	0	1	1
Leadperson	6	2	2	2	2
Traffic Signal Specialist	5	3	3	3	4
Maintenance Person	3	3	4	3	3
Laborer (Seasonal)	1	0	0	0.72	1
Laborer (Part-Time)	1	1.44	1.44	1.44	0
EMPLOYEE POSITIONS		13.44	13.44	14.16	14

Note: Programs 5402 and 5405 expenditures have been combined in this program beginning in 2015.

Note 1: Operating account code 202 for FY16 includes funds to purchase sign reflectometers required by Federal mandate.

Funding Allocation:  
100% Street Maintenance Fund

**OPERATION SERVICES  
STREETS & TRAFFIC CONTROL**

**STREET LIGHTING**

**PROGRAM 5403**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
OPERATING				
211 Utilities	1,010,785	1,000,000	901,728	1,000,000
Total	1,010,785	1,000,000	901,728	1,000,000
 STREET LIGHTING TOTAL	 1,010,785	 1,000,000	 901,728	 1,000,000

Funding Allocation:

100% Street Maintenance Fund

## WATER AND SEWER DEPARTMENT OVERVIEW:

The Water and Sewer Department is comprised of 15 programs which provide operational administration, construction management, water treatment, sewer treatment, transmission line maintenance, metering, equipment and plant maintenance, laboratory and monitoring services, transmission line construction, and debt service for revenue bonds.

The FY16 Budget is \$584,000 less than the FY15 Budget. The decrease is due to less capital outlay including the elimination of the \$1.5 million capital transfer for neighborhood improvements. The transfer is not included for FY16 due to lower revenue in the water and sewer fund.

Total positions for the Department are 263.5 for FY16, an increase of 40FTE over FY15. The increase is attributable to Ordinance 35-15 providing year 2015 staffing associated with the Consent Decree.

WATER AND SEWER OPERATING FUND	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenses	\$ 10,767,074	\$ 12,466,670	\$ 11,616,907	\$ 14,338,455	\$ 15,169,800
Operating Expenses	21,387,988	23,279,175	22,013,073	23,271,090	32,857,690
Operating Budget	\$ 32,155,062	\$ 35,745,845	\$ 33,629,980	\$ 37,609,545	\$ 48,027,490
Capital Outlay	1,947,466	2,447,836	2,447,836	0	0
Budget Appropriation	\$ 34,102,528	\$ 38,193,681	\$ 36,077,816	\$ 37,609,545	\$ 48,027,490
Authorized Positions	196.19	223.19	223.19	263.50	288.50

# **OPERATION SERVICES WATER AND SEWER**

## **UTILITY ADMINISTRATION**

## **PROGRAM 5501**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	774,474	897,360	688,331	576,910
102 Overtime	1,521	3,870	1,225	0
103 Retirement	76,471	92,230	63,094	30,380
104 Social Security	59,053	71,070	52,120	45,790
105 Insurance	137,400	135,320	135,320	69,400
106 Longevity	2,553	2,950	2,332	1,200
107 Medical Expenses	0	0	113	0
108 Other	5,400	5,400	5,400	5,400
109 Employee Allowances	1,200	0	1,264	0
111 Workers' Compensation	4,190	2,930	2,930	640
Total	1,062,262	1,211,130	952,129	729,720
OPERATING				
201 Office Supplies	13,202	14,600	16,017	7,000
202 Small Equipment	9,605	15,000	1,671	3,000
203 Fuel, Oil, Lube	3,925	4,200	2,952	2,500
204 Clothing	169	800	10	0
205 Custodial Equipment & Supplies	10,832	10,500	8,496	1,000
206 Materials	2,008	1,800	1,392	0
207 Repair of Equipment	7,618	10,000	9,650	5,000
208 Repair of Buildings	76,492	98,549	46,682	124,000
210 Communications (Includes CTY)	12,992	24,600	5,197	5,000
211 Utilities	42,016	45,000	41,371	82,500
212 Bonds, Insurance, Licenses	20,353	22,460	26,262	13,310
213 Postage	3,894	4,000	3,641	2,000
214 Advertising, Printing, Photo	2,387	4,000	3,880	1,000
215 Training & Travel	10,049	14,000	2,766	6,500
216 Education, Memberships, Subscriptions	12,018	14,500	14,112	12,000
217 Lease, Rent, Taxes	24,122	35,000	26,819	80,000
218 Claims	11,434	15,000	8,857	20,000
219 Other - Contractual Svcs./Legal Svcs., Impact Fee Study, Rate Development	140,249	185,580	109,825	140,000
Total	403,365	519,589	329,600	504,810
CAPITAL OUTLAY	25,375	376,165	376,165	0
UTILITY ADMINISTRATION TOTAL	1,491,002	2,106,884	1,657,894	1,234,530



**UTILITY ADMINISTRATION**  
(continued)

**PROGRAM 5501**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Director of Utilities	23	1	1	1	1
Civil Engineer/Assistant					
Director of Utilities	20	1	1	1	0
Deputy Director of Engineering & Technology	20	0	0	0	1
Deputy Director of Business Administration	20	0	0	0	1
Deputy Director of Operations	20	0	0	0	1
Deputy Director of Systems	20	0	0	0	1
Senior Project Engineer	16	2	2	2	0
Senior Rate & Utility Analyst	16	1	1	1	0
Cross Connection Coordinator	11	1	1	1	0
Property Manager	11	1	1	1	0
Rate & Utility Analyst 1	11	1	1	1	0
Training & Safety Coordinator	11	1	1	1	0
Administrative Coordinator	9	1	1	1	3
Cross Connection Technician	9	1	0	0	0
Utility Technician	8	1	1	1	0
Technician-AutoCAD	7	1	1	1	0
Accounting Technician	6	2	2	2	0
Records Coordinator	6	1	1	1	0
EMPLOYEE POSITIONS		16	15	15	8

Funding Allocation:

100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **BUSINESS AND FINANCE**

## **PROGRAM 5521**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	0	0	0	797,080
102 Overtime	0	0	0	6,360
103 Retirement	0	0	0	40,240
104 Social Security	0	0	0	62,490
105 Insurance	0	0	0	164,830
106 Longevity	0	0	0	1,320
111 Workers' Compensation	0	0	0	1,520
Total	0	0	0	1,073,840

## **OPERATING**

201 Office Supplies	0	0	0	3,500
203 Fuel, Oil, Lube	0	0	0	2,000
204 Clothing	0	0	0	3,600
205 Custodial Equipment & Supplies	0	0	0	500
206 Materials	0	0	0	500
207 Repair of Equipment	0	0	0	1,000
210 Communications	0	0	0	4,300
212 Bonds, Insurance, Licenses	0	0	0	50,000
213 Postage	0	0	0	2,000
215 Training & Travel	0	0	0	5,000
216 Education, Memberships, Subscriptions	0	0	0	500
Total	0	0	0	72,900

TOTAL BUSINESS AND FINANCE	0	0	0	1,146,740
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SCHEDULE OF PERSONNEL	PAY GRADE	FY 14	FY 15	FY 15	FY 16
Business & Finance Program Mgr.	17 5620	0	0	0	1
Finance & Strategic Manager/Analyst	16 5501	0	0	0	1
Information System Manager/Analyst	15 5620	0	0	0	1
Senior Work Order System Analyst	13 5620	0	0	0	1
Business Analyst & Strategic Plan Coord.	11 5620	0	0	0	1
Rate & Analyst II	11	0	0	0	1
Supervisor	11 5615	0	0	0	1
Technology Coordinator	11 5620	0	0	0	1
Administrative Coordinator	9 5620	0	0	0	1
Analyst I	9	0	0	0	3
Foreperson Inventory	8	0	0	0	1
Accounting Technician	6	0	0	0	3
Maintenance Person	3	0	0	0	2
Storekeeper	2	0	0	0	1
EMPLOYEE POSITIONS		0	0	0	19

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **COMMUNICATIONS & TRAINING**

## **PROGRAM 5522**

PERSONNEL		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101	Regular Salaries	0	0	0	660,590
102	Overtime	0	0	0	54,310
103	Retirement	0	0	0	35,810
104	Social Security	0	0	0	56,030
105	Insurance	0	0	0	156,150
106	Longevity	0	0	0	1,230
111	Workers' Compensation	0	0	0	1,440
Total		0	0	0	965,560
OPERATING					
201	Office Supplies	0	0	0	4,000
202	Small Equipment	0	0	0	3,000
203	Fuel, Oil, Lube	0	0	0	2,500
204	Clothing	0	0	0	1,050
205	Custodial Equipment & Supplies	0	0	0	500
207	Repair of Equipment	0	0	0	1,500
210	Communications	0	0	0	4,500
212	Bonds, Insurance, Licenses	0	0	0	1,500
213	Postage	0	0	0	4,000
214	Advertising, Printing, Photo	0	0	0	2,500
215	Training & Travel	0	0	0	2,900
216	Education, Memberships, Subscriptions	0	0	0	2,000
Total		0	0	0	29,950
TOTAL COMMUNICATIONS & TRAINING		0	0	0	995,510
SCHEDULE OF PERSONNEL					
	PAY GRADE	FY 14	FY 15	FY 15	FY 16
Communications & Training	17	0	0	0	1
Program Manager 5620					
Communications & Public Relations	12	0	0	0	1
Manager 5620					
Supervisor 5615	11	0	0	0	1
Training & Safety Coordinator 5501	11	0	0	0	1
Construction Inspector	9	0	0	0	1
Trainer	7	0	0	0	2
System Control Operator (I-V) 5615	3-7	0	0	0	1
System Control Operator (I-V) 5615	3-7	0	0	0	1
System Control Operator (I-V) 5615	3-7	0	0	0	1
System Control Operator (I-V) 5615	3-7	0	0	0	1
System Control Operator (I-V) 5615	3-7	0	0	0	1
System Control Operator (I-V) 5620	3-7	0	0	0	1
System Control Operator (I-V) 5620	3-7	0	0	0	1
Accounting Technician	6	0	0	0	1
Senior Clerk II 5620	5	0	0	0	1
Senior Clerk II	5	0	0	0	2
EMPLOYEE POSITIONS		0	0	0	18

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **ENGINEERING & ENGINEERING TECHNOLOGY**

## **PROGRAM 5523**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	0	0	0	748,060
102 Overtime	0	0	0	11,210
103 Retirement	0	0	0	38,145
104 Social Security	0	0	0	59,490
105 Insurance	0	0	0	140,240
106 Longevity	0	0	0	3,610
111 Workers' Compensation	0	0	0	1,280
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,002,035</b>

## **OPERATING**

201 Office Supplies	0	0	0	14,000
202 Small Equipment	0	0	0	10,000
203 Fuel, Oil, Lube	0	0	0	7,500
204 Clothing	0	0	0	2,000
205 Custodial Equipment & Supplies	0	0	0	500
206 Materials	0	0	0	2,000
207 Repair of Equipment	0	0	0	1,500
210 Communications	0	0	0	27,500
214 Advertising, Printing, Photo	0	0	0	4,000
215 Training & Travel	0	0	0	14,000
216 Education, Memberships, Subscriptions	0	0	0	14,500
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>97,500</b>

<b>TOTAL ENGINEERING &amp; ENGINEERING TECHNOLOGY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,099,535</b>
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SCHEDULE OF PERSONNEL	PAY GRADE	FY 14	FY 15	FY 15	FY 16
Engineering & Technology Program Mgr.	17 5620	0	0	0	1
GIS Manager/Editor	16 5620	0	0	0	1
Senior Project Engineer	16 (2) 5501	0	0	0	3
Project Engineer II	14	0	0	0	1
Senior GIS Analyst/Editor	13	0	0	0	1
GIS Analyst/Editor	12 5620	0	0	0	1
Construction Coordinator	11	0	0	0	1
GIS Editor II	11	0	0	0	1
Property Agent/Manager	11 5501	0	0	0	1
Administrative Coordinator	9 5620	0	0	0	1
Construction Inspector	9	0	0	0	1
GIS Editor I	8 5501	0	0	0	1
Right-of-Way Technician	8	0	0	0	1
Utility Technician	8 5501	0	0	0	1
<b>EMPLOYEE POSITIONS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **WATER AND WASTEWATER TREATMENT ADMINISTRATION**

### **PROGRAM 5601**

PERSONNEL		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101	Regular Salaries	147,828	149,530	151,039	0
102	Overtime	467	310	111	0
103	Retirement	14,343	15,070	13,375	0
104	Social Security	11,050	11,740	11,231	0
105	Insurance	22,750	23,900	23,900	0
106	Longevity	720	730	759	0
111	Workers' Compensation	1,490	1,110	1,110	0
Total		198,648	202,390	201,525	0
OPERATING					
201	Office Supplies	7,147	10,250	6,181	0
202	Small Equipment	66	900	148	0
203	Fuel, Oil, Lube	936	1,060	635	0
207	Repair of Equipment	276	600	1,500	0
210	Communications	2,558	1,400	2,035	0
212	Bonds, Insurance, Licenses	867	1,000	1,264	0
213	Postage	1,258	3,000	2,247	0
214	Advertising, Printing, Photo	16,935	18,000	16,600	0
215	Training & Travel	309	800	716	0
216	Education, Memberships, Subscriptions	245	600	1,200	0
Total		30,597	37,610	32,526	0
ADMINISTRATION TOTAL		229,245	240,000	234,051	0
SCHEDULE OF PERSONNEL		FY14	FY15	FY15	FY16
PAY GRADE					
Superintendent	17	1	1	1	0
Accounting Technician	6	1	1	1	0
Storekeeper	2	1	1	1	0
EMPLOYEE POSITIONS		3	3	3	0

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **SEWER TREATMENT**

## **PROGRAM 5603**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	1,112,442	1,148,850	1,120,791	1,241,000
102 Overtime	104,995	109,600	117,077	116,900
103 Retirement	117,376	126,580	110,290	68,285
104 Social Security	91,390	97,590	93,411	105,470
105 Insurance	191,200	200,860	200,860	260,250
106 Longevity	6,888	7,090	6,974	7,760
107 Medical Expenses	950	3,500	4,290	2,500
108 Employee Allowances	8,538	0	7,733	0
111 Workers' Compensation	23,060	17,170	17,170	2,480
Total	1,656,839	1,711,240	1,678,596	1,804,645
OPERATING				
201 Office Supplies	0	0	0	5,000
202 Small Equipment	6,574	18,750	14,180	18,800
203 Fuel, Oil, Lube	33,574	38,500	22,962	24,640
204 Clothing	18,854	23,600	18,974	21,420
205 Custodial Equipment & Supplies	18,993	21,200	19,035	21,000
206 Materials	160,617	251,000	324,010	410,000
207 Repair of Equipment	128,933	159,045	167,465	185,000
208 Repair of Buildings	35,687	40,000	22,880	30,900
210 Communications	9,928	3,200	2,652	3,720
211 Utilities	687,312	600,000	631,623	612,000
212 Bonds, Insurance, Licenses	120,285	136,000	128,406	131,750
215 Training & Travel	562	2,000	1,289	1,800
216 Education, Memberships, Subscriptions	4,320	4,000	167	1,200
217 Lease, Rent, Taxes	900	1,500	12,086	1,500
219 Other - Sludge Testing, Biosolids Disposal Landfill	396,348	440,000	379,648	486,000
Total	1,622,887	1,738,795	1,745,377	1,954,730
CAPITAL OUTLAY	67,562	97,200	97,200	0
SEWER TREATMENT TOTAL	3,347,288	3,547,235	3,521,173	3,759,375

**SEWER TREATMENT**  
(continued)

**PROGRAM 5603**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Water & Sewer Treatment Plant	17 Note 1	0	0	0	1
Program Manager-5601					
Supervisor	11	1	1	1	1
Supervisor 5620	11	0	0	0	1
Chief Operator	8	4	4	4	4
Chief Process Operator	8	1	1	1	1
Chief Solids Operator	8	2	2	2	2
Plant Operator I-IV	3-7	17	17	17	17
Swing Shift Operator	3-7	1	1	1	1
Equipment Operator II	4	2	2	2	2
Laborer (Seasonal)	1	1	1	1	1
EMPLOYEE POSITIONS		29	29	29	31

Note 1: Position Manages Program 5604 as well.

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **WATER TREATMENT**

## **PROGRAM 5604**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	932,918	963,010	951,420	938,530
102 Overtime	132,825	132,350	128,291	121,000
103 Retirement	103,773	110,020	96,660	53,635
104 Social Security	79,261	85,120	80,469	82,920
105 Insurance	184,620	193,950	193,950	199,000
106 Longevity	4,433	4,570	4,772	4,750
107 Medical Expenses	1,230	3,500	1,715	150
108 Employee Allowances	8,630	0	10,038	8,400
111 Workers' Compensation	29,640	22,070	22,070	1,760
Total	1,477,330	1,514,590	1,489,385	1,410,145

## **OPERATING**

201 Office Supplies	0	0	0	5,000
202 Small Equipment	31,797	55,250	18,823	25,000
203 Fuel, Oil, Lube	22,914	32,000	11,570	12,000
204 Clothing	13,867	19,000	16,096	19,000
205 Custodial Equipment & Supplies	9,336	12,000	9,450	12,000
206 Materials Note 1	713,110	952,455	841,613	965,000
207 Repair of Equipment	79,994	125,000	194,128	144,000
208 Repair of Buildings	62,027	70,000	88,625	85,000
210 Communications	8,568	8,000	9,758	10,230
211 Utilities	647,841	590,000	570,706	550,000
212 Bonds, Insurance, Licenses (USGS payments)	229,602	226,000	193,564	214,330
213 Postage	0	0	0	3,000
214 Advertising, Printing, Photo	0	500	0	18,300
215 Training & Travel	1,178	3,000	3,810	3,800
216 Education, Memberships, Subscriptions	6,943	8,000	3,898	6,200
217 Lease, Rent, Taxes	2,351	3,000	2,374	3,000
218 Claims	0	14,000	0	14,000
219 Other-Contract Services/ Backwash Lagoon Cleaning, Dam Monitoring	493,316	865,028	486,294	690,000
Total	2,322,844	2,983,233	2,450,709	2,779,860



**WATER TREATMENT**  
(continued)

**PROGRAM 5604**

CAPITAL OUTLAY		153,650	531,000	531,000	0
WATER TREATMENT TOTAL		3,953,824	5,028,823	4,471,094	4,190,005
SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Supervisor	11	2	2	2	2
Chief Operator	8	2	2	2	2
Plant Operator I-IV	3-7	18	18	18	18
EMPLOYEE POSITIONS		22	22	22	22

Note 1: Account Code 206-FY16 Budget increase for addition of flouride to water.

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **LABORATORY SERVICES**

## **PROGRAM 5605**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	290,982	341,560	281,513	0
102 Overtime	6,815	8,270	4,164	0
103 Retirement	24,584	35,080	21,189	0
104 Social Security	22,246	26,940	19,874	0
105 Insurance	64,950	68,240	68,240	0
106 Longevity	762	970	770	0
107 Medical Expenses	207	0	338	0
111 Workers' Compensation	4,460	3,330	3,330	0
 Total	 415,006	 484,390	 399,418	 0
 OPERATING				
201 Office Supplies	946	500	589	0
202 Small Equipment	15,909	23,000	17,488	0
203 Fuel, Oil, Lube	11,739	13,000	8,701	0
204 Clothing	3,585	3,800	3,584	0
205 Custodial Equipment and Supplies	6,318	6,500	5,125	0
206 Materials	114,307	142,000	108,318	0
207 Repair of Equipment	19,709	30,000	28,072	0
208 Repair of Buildings	4,872	5,000	4,580	0
210 Communications	4,573	800	470	0
212 Bonds, Insurance, Licenses	6,094	7,300	6,300	0
213 Postage	0	500	2	0
214 Advertising, Printing, Photo	160	2,500	600	0
215 Training & Travel	3,943	6,000	4,799	0
216 Education, Memberships, Subscriptions	2,945	4,500	2,838	0
217 Lease, Rent, Taxes	3,800	5,000	4,083	0
219 Other - Contract Lab Service	28,510	70,000	50,324	0
 Total	 227,410	 320,400	 245,873	 0

**LABORATORY SERVICES**  
(continued)

**PROGRAM 5605**

CAPITAL OUTLAY	157,208	132,630	132,630	0
LABORATORY SERVICES TOTAL	799,624	937,420	777,921	0

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Laboratory Supervisor & Environmental Chemist	14	0	0	1	0
Environmental Chemist	9	1	1	0	0
Water Biologist	8	2	2	2	0
Laboratory Analyst	7	1	1	1	0
Lab Technician	5	3	3	3	0
Lab Assistant (Part time)	5	2	2	2	0
EMPLOYEE POSITIONS		9	9	9	0

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **WASTEWATER EQUIPMENT MAINTENANCE**

### **PROGRAM 5606**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	485,505	496,830	488,346	0
102 Overtime	8,352	13,440	11,911	0
103 Retirement	47,612	51,300	44,268	0
104 Social Security	36,416	39,400	36,898	0
105 Insurance	95,370	100,190	100,190	0
106 Longevity	2,085	2,530	2,035	0
107 Medical Expenses	800	300	953	0
111 Workers' Compensation	32,870	24,480	24,480	0
 Total	 709,010	 728,470	 709,081	 0
 <b>OPERATING</b>				
202 Small Equipment	21,405	25,000	10,183	0
203 Fuel, Oil, Lube	33,674	35,000	29,006	0
204 Clothing	10,932	12,000	11,055	0
205 Custodial Equipment & Supplies	5,078	6,000	4,462	0
206 Materials	37,131	58,000	44,119	0
207 Repair of Equipment	247,330	323,269	218,186	0
208 Repair of Buildings	12,947	15,000	7,643	0
210 Communications	3,597	1,100	974	0
211 Utilities	196,508	199,500	240,987	0
212 Bonds, Insurance, Licenses	19,185	19,000	20,095	0
215 Training & Travel	1,805	2,500	5,801	0
216 Education, Memberships, Subscriptions	11,219	6,000	2,676	0
217 Lease, Rent, Taxes	3,810	6,000	3,214	0
219 Other - Contractual Services	4,591	12,000	12,250	0
 Total	 609,212	 720,369	 610,651	 0

**WASTEWATER EQUIPMENT  
MAINTENANCE  
(continued)**

**PROGRAM 5606**

CAPITAL OUTLAY	36,175	169,810	169,810	0
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WASTEWATER EQUIPMENT MAINTENANCE TOTAL	1,354,397	1,618,649	1,489,542	0
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SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Supervisor	11	1	1	1	0
Chief Mechanic	8	1	1	1	0
Maintenance Machinist/ Mechanic I-IV	3-6	8	8	8	0
Grounds Maintenance Leadperson	5	1	1	1	0
Grounds Maintenance Person	3	3	3	3	0

EMPLOYEE POSITIONS	14	14	14	0
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Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **INDUSTRIAL WASTE MONITORING**

### **PROGRAM 5609**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	203,147	220,900	203,283	0
102 Overtime	1,881	3,100	2,304	0
103 Retirement	15,341	22,550	15,026	0
104 Social Security	15,338	17,330	15,454	0
105 Insurance	42,810	44,980	44,980	0
106 Longevity	277	240	379	0
107 Industrial Waste Monitoring-Medical Expense	85	200	0	0
108 Employee Allowances	1,200	1,200	264	0
111 Workers' Compensation	7,100	5,290	5,290	0
 Total	 287,179	 315,790	 286,980	 0
 OPERATING				
201 Office Supplies	1,193	1,500	298	0
202 Small Equipment	1,584	25,000	19,600	0
203 Fuel, Oil, Lube	4,073	5,500	5,910	0
204 Clothing	2,317	2,500	2,338	0
205 Custodial Equipment & Supplies	0	0	20	0
206 Materials	2,870	2,500	6,420	0
207 Repair of Equipment	(1,815)	2,000	2,842	0
210 Communications	1,627	1,000	1,396	0
212 Bonds, Insurance, Licenses	3,519	3,830	3,790	0
213 Postage	9,648	53,000	17,721	0
214 Advertising, Printing, Photo	995	4,000	1,447	0
215 Training & Travel	5,649	4,000	4,980	0
216 Education, Memberships, Subscriptions	2,305	2,000	1,577	0
219 Other-Contract Analytical Services	7,915	25,000	2,895	0
 Total	 41,880	 131,830	 71,234	 0
 CAPITAL OUTLAY	 0	 0	 0	 0
  INDUSTRIAL WASTE MONITORING TOTAL	  329,059	  447,620	  358,214	  0

**INDUSTRIAL WASTE  
MONITORING  
(CONTINUED)**

**PROGRAM 5609**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Supervisor*	14	1	1	1	0
Environmental Coordinator	8	1	1	1	0
Environmental Technician	6	2	2	2	0
Sampling Technician (Seasonal)	6	1.69	1.69	1.69	0
EMPLOYEE POSITIONS		5.69	5.69	5.69	0

\* Position supervises Program 5605 Laboratory Services also.

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **WATER LINE MAINTENANCE**

## **PROGRAM 5610**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	758,549	997,320	783,187	1,755,090
102 Overtime	129,087	81,040	164,162	152,040
103 Retirement	88,991	108,150	86,428	95,575
104 Social Security	68,083	83,160	71,987	147,120
105 Insurance	174,730	183,560	183,560	213,720
106 Longevity	2,494	2,950	2,314	4,330
107 Medical Expenses	2,174	1,400	1,740	2,380
111 Workers' Compensation	79,070	58,870	58,870	3,920
<b>Total</b>	<b>1,303,178</b>	<b>1,516,450</b>	<b>1,352,248</b>	<b>2,374,175</b>
<b>OPERATING</b>				
201 Office Supplies	0	0	0	6,000
202 Small Equipment	33,164	39,500	32,018	122,000
203 Fuel, Oil, Lube	76,651	80,000	53,168	95,000
204 Clothing	21,680	19,000	22,342	42,000
205 Custodial, Equipment & Supplies	5,218	4,000	5,434	10,300
206 Materials	640,763	500,000	608,099	810,000
207 Repair of Equipment	100,215	108,000	131,000	240,000
210 Communications	4,324	4,200	4,976	12,000
212 Bonds, Insurance, Licenses	22,131	28,500	27,800	49,950
213 Postage	0	0	0	1,500
214 Advertising, Printing, Photo	0	0	0	4,030
215 Training & Travel	199	2,000	1,966	8,500
216 Education, Memberships, Subscriptions	2,080	3,000	1,036	7,500
217 Lease, Rent, Taxes	2,950	3,000	2,892	8,000
219 Other- Directional Boring/Fence Replacement	17,400	35,000	46,462	35,000
<b>Total</b>	<b>926,775</b>	<b>826,200</b>	<b>937,193</b>	<b>1,451,780</b>
<b>CAPITAL OUTLAY</b>	<b>350,594</b>	<b>262,687</b>	<b>262,687</b>	<b>0</b>
<b>WATER LINE MAINTENANCE TOTAL</b>	<b>2,580,547</b>	<b>2,605,337</b>	<b>2,552,128</b>	<b>3,825,955</b>



**WATER LINE MAINTENANCE**  
(CONTINUED)

**PROGRAM 5610**

SCHEDULE OF PERSONNEL	PAY GRADE		FY14	FY15	FY15	FY16
Water System Program Manager	17	5615	0	0	0	1
Cross Connection Coordinator	11	5501	0	0	0	1
Supervisor	11	(1) 5613	2	2	2	3
Cross Connection Technician	9		0	0	0	1
Foreperson	8	5613	0	0	0	1
Accounting Technician	6	5615	0	0	0	1
Chief Meter Reader	6	5613	0	0	0	1
Utility Service Leadperson	6	(3) 5613	8	8	8	12
Senior Maintenance Person	5	5613	0	0	0	2
Equipment Operator II	4		6	6	6	6
Maintenance Person	3	(2) 5613	10	10	10	12
Meter Reader	3	5613	0	0	0	8
EMPLOYEE POSITIONS			26	26	26	49

Funding Allocation:  
100% Water and Sewer Operating Fund

## SEWER LINE MAINTENANCE

PERSONNEL		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101	Regular Salaries	819,071	915,350	815,438	1,100,200
102	Overtime	41,450	63,420	92,566	97,780
103	Retirement	82,942	98,220	78,961	60,125
104	Social Security	64,632	75,650	68,062	92,610
105	Insurance	151,200	158,840	158,840	211,260
106	Longevity	2,678	3,310	3,020	4,450
107	Medical Expenses      Note 1	995	2,100	1,593	5,220
111	Workers' Compensation	53,870	40,110	40,110	2,490
Total		1,216,838	1,357,000	1,258,590	1,574,135
OPERATING					
201	Office Supplies	0	0	0	6,000
202	Small Equipment	28,488	35,000	28,029	40,000
203	Fuel, Oil, Lube	83,833	95,000	53,889	80,000
204	Clothing	22,318	22,000	19,689	26,000
205	Custodial Equipment & Supplies	7,204	6,800	6,426	10,000
206	Materials	119,691	130,000	135,009	180,000
207	Repair of Equipment	101,054	142,340	140,443	150,000
208	Repair of Buildings	321	3,000	0	3,000
210	Communications	5,754	6,000	6,090	6,000
212	Bonds, Insurance, Licenses	19,290	28,560	24,330	40,000
213	Postage	0	0	0	1,500
214	Advertising, Printing Photo	0	0	0	1,000
215	Training & Travel	778	5,000	567	1,500
216	Education, Memberships, Subscriptions	5,425	4,800	3,343	4,800
217	Lease, Rent, Taxes	1,482	5,000	2,316	5,000
Total		395,638	483,500	420,131	554,800
CAPITAL OUTLAY		269,352	142,859	142,859	0
SEWER LINE MAINTENANCE TOTAL		1,881,828	1,983,359	1,821,580	2,128,935

**SEWER LINE MAINTENANCE**  
(continued)

**PROGRAM 5611**

SCHEDULE OF PERSONNEL	PAY GRADE		FY14	FY15	FY15	FY16
Sewer Systems Program Manager	17	5620	0	0	0	1
Supervisor	11		2	2	2	2
Technician	7		1	1	1	2
Utility Service Leadperson	6		3	3	3	3
Traffic Safety & Locates Leadperson	6	5620	0	0	0	1
Accounting Technician	6		0	0	0	1
Equipment Operator III	5		3	3	3	4
Senior Maintenance Person	5		4	4	4	4
Equipment Operator II	4		2	2	2	2
Maintenance Person	3 (1)	5620	9	9	9	10
EMPLOYEE POSITIONS			24	24	24	30

Note 1: Account Code 107- FY16 Budgeted Amount Increase for Hepatitis B vaccines.

Funding Allocation:

100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **SEWER LINE CONSTRUCTION**

## **PROGRAM 5612**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	102,283	112,570	103,656	449,950
102 Overtime	9,496	16,460	39,517	19,190
103 Retirement	10,749	12,930	12,100	23,495
104 Social Security	8,393	9,920	10,321	36,110
105 Insurance	21,190	22,260	22,260	75,230
106 Longevity	23	130	15	720
107 Medical Expenses Note 1	595	950	998	5,000
111 Workers' Compensation	9,240	6,880	6,880	1,050
<b>Total</b>	<b>161,969</b>	<b>182,100</b>	<b>195,747</b>	<b>610,745</b>
<b>OPERATING</b>				
202 Small Equipment	5,724	17,000	11,203	25,000
203 Fuel, Oil, Lube	7,773	9,500	10,522	12,000
204 Clothing	5,997	6,500	5,712	13,500
205 Custodial Equipment & Supplies	3,897	3,000	3,230	3,000
206 Materials	52,637	60,000	69,491	175,000
207 Repair of Equipment	22,050	32,340	20,587	33,000
208 Repair of Buildings	0	7,000	0	7,000
210 Communications	175	1,000	436	1,000
212 Bonds, Insurance, Licenses	1,970	5,000	4,000	10,000
215 Training & Travel	0	350	0	350
216 Education, Memberships, Subscriptions	820	1,100	840	1,100
217 Lease, Rent, Taxes	1,005	7,000	1,200	10,000
<b>Total</b>	<b>102,048</b>	<b>149,790</b>	<b>127,221</b>	<b>290,950</b>
<b>CAPITAL OUTLAY</b>	<b>112,998</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>

<b>SEWER LINE CONSTRUCTION TOTAL</b>	<b>377,015</b>	<b>361,890</b>	<b>352,968</b>	<b>901,695</b>
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SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Supervisor	11	0	0	0	1
Utility Service Leadperson	6	1	1	1	3
Equipment Operator II	4	1	1	1	3
Senior Maintenance Person	5 5611	0	0	0	1
Maintenance Person	3 (3) 5611	2	2	2	7

<b>EMPLOYEE POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>15</b>
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Note 1: Account Code 107- FY16 Budgeted Amount Increase for Hepatitis B vaccines.

Funding Allocation:

100% Water and Sewer Bond Issue Reimbursement-Consent Decree

**OPERATION SERVICES  
WATER AND SEWER**

**METERING/TRANSMISSION  
LINE MAINTENANCE**

**PROGRAM 5613**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	613,090	646,750	591,494	0
102 Overtime	23,877	20,760	23,821	0
103 Retirement	60,019	65,470	52,693	0
104 Social Security	46,921	51,600	45,394	0
105 Insurance	123,130	129,360	129,360	0
106 Longevity	1,178	1,750	1,347	0
107 Medical Expenses	535	1,500	1,575	0
111 Workers' Compensation	25,220	18,780	18,780	0
 Total	 893,970	 935,970	 864,464	 0
 <b>OPERATING</b>				
202 Small Equipment	55,350	58,000	54,300	0
203 Fuel, Oil, Lube	49,796	52,000	30,219	0
204 Clothing	18,479	22,000	18,264	0
205 Custodial Equipment & Supplies	6,073	5,300	5,844	0
206 Materials	139,557	160,000	163,893	0
207 Repair of Equipment	74,330	80,000	90,542	0
210 Communications	6,726	7,000	8,758	0
212 Bonds, Insurance, Licenses	20,561	19,950	20,205	0
214 Advertising, Printing, Photo	230	530	626	0
215 Training & Travel	5,586	6,500	6,594	0
216 Education, Memberships, Subscriptions	1,178	4,500	2,990	0
217 Lease, Rent, Taxes	1,924	5,000	1,800	0
 Total	 379,790	 420,780	 404,035	 0

**METERING/TRANSMISSION  
LINE MAINTENANCE  
(continued)**

**PROGRAM 5613**

CAPITAL OUTLAY	534,688	625,485	625,485	0
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METERING/TRANSMISSION LINE MAINTENANCE TOTAL	1,808,448	1,982,235	1,893,984	0
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SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Supervisor	11	1	1	1	0
Foreperson	8	1	1	1	0
Utility Service Leadperson	6	3	3	3	0
Chief Meter Reader	6	1	1	1	0
Senior Maintenance Person	5	2	2	2	0
Equipment Operator II	4	0	0	0	0
Maintenance Person	3	3	3	3	0
Meter Reader	3	8	8	8	0
Laborer (Seasonal)	1	0.5	0.5	0.5	0
EMPLOYEE POSITIONS		19.5	19.5	19.5	0

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **WATER AND WASTEWATER LINE MAINTENANCE ADMINISTRATION**

### **PROGRAM 5615**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	532,507	567,540	561,010	0
102 Overtime	43,962	51,700	55,195	0
103 Retirement	55,874	64,080	54,278	0
104 Social Security	43,229	49,550	45,756	0
105 Insurance	81,460	85,580	85,580	0
106 Longevity	1,773	2,110	2,131	0
107 Medical Expenses	175	2,000	150	0
109 Employee Allowances	0	0	74	0
111 Workers' Compensation	10,500	7,820	7,820	0
 Total	 769,480	 830,380	 811,994	 0
 <b>OPERATING</b>				
201 Office Supplies	12,636	12,000	14,000	0
202 Small Equipment	18,619	23,800	16,898	0
203 Fuel, Oil, Lube	10,436	12,000	10,939	0
204 Clothing	6,433	4,900	5,210	0
205 Custodial Equipment & Supplies	5,312	5,000	5,008	0
206 Materials	642	1,500	500	0
207 Repair of Equipment	9,508	11,000	17,000	0
208 Repair of Buildings	6,636	6,000	1,061	0
210 Communications	19,958	19,000	16,396	0
212 Bonds, Insurance, Licenses	5,136	8,900	11,000	0
213 Postage	1,535	3,000	2,398	0
214 Advertising, Printing, Photo	8,358	7,300	8,468	0
215 Training & Travel	3,630	5,000	6,164	0
216 Education, Memberships, Subscriptions	990	6,000	2,035	0
217 Lease, Rent, Taxes	8,918	63,000	62,000	0
219 Other- Site Restoration Services	110,415	135,000	54,709	0
 Total	 229,162	 323,400	 233,786	 0

**WATER AND WASTEWATER LINE  
MAINTENANCE ADMINISTRATION  
(continued)**

**PROGRAM 5615**

CAPITAL OUTLAY	48,596	30,000	30,000	0
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WATER AND WASTEWATER LINE MAINTENANCE ADMINISTRATION TOTAL	1,047,238	1,183,780	1,075,780	0
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SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Superintendent	17	1	1	1	0
Supervisor	11	1	1	1	0
Chief System Control Operator	8	1	1	1	0
Warehouse Foreperson	8	1	1	1	0
System Control Operator I-IV	3-7	5	5	5	0
Equipment Mechanic Body Repair	6	1	1	1	0
Heavy Equipment Mechanic	6	1	1	1	0
Accounting Technician	6	1	1	1	0
Secretary	5	0	0	0	0
Senior Maintenance Person	5	1	1	1	0
Maintenance Person	3	1	1	1	0

EMPLOYEE POSITIONS	14	14	14	0
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Funding Allocation:  
100% Water and Sewer Operating Fund



## WATER STATIONARY EQUIPMENT MAINTENANCE

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	450,465	530,970	481,173	0
102 Overtime	9,074	15,510	22,467	0
103 Retirement	45,306	55,360	44,213	0
104 Social Security	34,804	42,680	37,958	0
105 Insurance	59,030	62,020	62,020	0
106 Longevity	1,641	1,930	1,871	0
107 Medical Expenses	365	1,500	248	0
111 Workers' Compensation	14,680	10,930	10,930	0
<b>Total</b>	<b>615,365</b>	<b>720,900</b>	<b>660,880</b>	<b>0</b>
<b>OPERATING</b>				
202 Small Equipment	45,191	50,000	35,275	0
203 Fuel, Oil, Lube	29,321	30,000	24,152	0
204 Clothing	9,777	12,000	9,260	0
205 Custodial Equipment & Supplies	4,830	4,000	4,375	0
206 Materials	30,414	36,227	39,137	0
207 Repair of Equipment	80,489	148,400	117,131	0
208 Repair of Buildings	6,909	20,000	597	0
210 Communications	8,027	5,400	7,819	0
211 Utilities	229,531	230,000	150,090	0
212 Bonds, Insurance, Licenses	17,643	12,790	28,729	0
215 Training & Travel	8,283	10,000	10,809	0
216 Education, Memberships, Subscriptions	6,020	7,500	3,224	0
217 Lease, Rent, Taxes	3,095	4,000	2,777	0
219 Other - Contractual Services/Lee Creek Turbine Generator	18,450	85,000	3,000	0
<b>Total</b>	<b>497,980</b>	<b>655,317</b>	<b>436,375</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>	<b>191,268</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>
<b>WATER STATIONARY EQUIPMENT MAINTENANCE TOTAL</b>	<b>1,304,613</b>	<b>1,426,217</b>	<b>1,147,255</b>	<b>0</b>

**WATER STATIONARY  
EQUIPMENT MAINTENANCE**  
(continued)

**PROGRAM 5616**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Supervisor	11	1	1	1	0
Electronics Technician	8	3	3	3	0
Electrician	8	2	2	2	0
Maintenance Machinist/ Mechanic I-IV	3-6	4	4	4	0
EMPLOYEE POSITIONS		10	10	10	0

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **DEBT SERVICE**

## **PROGRAM 5618**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
417 Transfer to Water and Sewer Bond Fund - 2005B Series	834,770	835,300	835,300	832,670
418 Transfer to Water and Sewer Bond Fund - 2007 Series	1,888,570	1,889,100	1,889,100	1,889,600
419 Transfer to Water and Sewer Bond Fund - 2008 Series	6,915,450	6,919,300	6,919,300	6,921,200
422 Transfer to Water and Sewer Bond Fund - 2011 Series	1,808,890	1,808,200	1,808,200	1,812,700
423 Transfer to Water and Sewer Bond Fund - 2012 Series	2,150,720	2,148,950	2,148,950	2,148,320
DEBT SERVICE TOTAL	13,598,400	13,600,850	13,600,850	13,604,490

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **CONSENT DECREE INITIATION 2015 Staffing Per Ordinance 35-15**

## **PROGRAM 5620**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	0	518,140	518,140	0
102 Overtime	0	14,430	14,430	0
103 Retirement	0	57,090	57,090	0
104 Social Security	0	44,010	44,010	0
105 Insurance	0	94,180	94,180	0
106 Longevity	0	2,020	2,020	0
107 Medical Expenses	0	470	470	0
111 Workers' Compensation	0	25,530	25,530	0
 Total	 0	 755,870	 755,870	 0
<b>OPERATING</b>				
201 Office Supplies	0	9,640	9,640	0
202 Small Equipment	0	8,660	8,660	0
203 Fuel, Oil, Lube	0	15,430	15,430	0
204 Clothing	0	5,760	5,760	0
205 Custodial Equipment & Supplies	0	6,350	6,350	0
206 Materials	0	75,950	75,950	0
207 Repair of Equipment	0	45,510	45,510	0
208 Repair of Buildings	0	7,580	7,580	0
210 Communications	0	14,200	14,200	0
211 Utilities	0	65,000	65,000	0
212 Bonds, Insurance, Licenses	0	19,610	19,610	0
213 Postage	0	10,400	10,400	0
214 Advertising, Printing, Photo	0	19,460	19,460	0
215 Training & Travel	0	8,080	8,080	0
216 Education, Memberships, Subscriptions	0	8,370	8,370	0
217 Lease Rent, Taxes	0	35,000	35,000	0
219 Other	0	12,512	12,512	0
 Total	 0	 367,512	 367,512	 0
 TOTAL CONSENT DECREE INITIATION	 0	 1,123,382	 1,123,382	 0

**CONSENT DECREE INITIATION**  
**2015 Staffing Per Ordinance 35-15**  
**(continued)**

**PROGRAM 5620**

SCHEDULE OF PERSONNEL	PAY GRADE	FY 14	FY 15	FY 15	FY 16
Deputy Director of Business Admin.	20	0	1	1	0
Deputy Director of Operations	20	0	1	1	0
Deputy Director of Systems	20	0	1	1	0
Business & Finance Program Manager	17	0	1	1	0
Communications & Training Program Mgr.	17	0	1	1	0
Engineering & Engineering Tech.Mgr.	17	0	1	1	0
Fleet, Building & Station Program Mgr.	17	0	1	1	0
Sewer System Program Manager	17	0	1	1	0
GIS Manager/Editor	16	0	1	1	0
Information System Manager/Analyst	15	0	1	1	0
Supervisor	14	0	1	1	0
Senior GIS Analyst/Editor	13	0	1	1	0
Senior Work Order System Analyst	13	0	1	1	0
Communications & Public Relations Mgr.	12	0	1	1	0
Business Analyst & Strategic Plan Coord.	11	0	1	1	0
FOG Coordinator	9	0	1	1	0
Supervisor	11	0	1	1	0
Technology Coordinator	11	0	1	1	0
Administrative Coordinator	9	0	2	2	0
Electrician	8	0	1	1	0
Electronic Technician	8	0	1	1	0
Laboratory Analyst	7	0	1	1	0
System Control Operator	3-7	0	2	2	0
Traffic Safety & Locates Leadperson	6	0	1	1	0
Senior Clerk II	5	0	1	1	0
Maintenance Person	3	0	1	1	0
EMPLOYEE POSITIONS		0	28	28	0

Funding Allocation:  
100% Water and Sewer Operating Fund

**OPERATION SERVICES  
WATER AND SEWER  
ENVIRONMENTAL QUALITY**

**PROGRAM 5625**

			Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>						
101 Regular Salaries			0	0	0	781,280
102 Overtime			0	0	0	33,380
103 Retirement			0	0	0	40,805
104 Social Security			0	0	0	62,670
105 Insurance			0	0	0	116,170
106 Longevity			0	0	0	1,440
111 Workers' Compensation			0	0	0	1,200
Total			0	0	0	1,036,945
<b>OPERATING</b>						
201 Office Supplies			0	0	0	4,600
202 Small Equipment			0	0	0	66,930
203 Fuel, Oil, Lube			0	0	0	24,650
204 Clothing			0	0	0	10,160
205 Custodial Equipment & Supplies			0	0	0	6,830
206 Materials			0	0	0	155,400
207 Repair of Equipment			0	0	0	34,500
208 Repair of Buildings			0	0	0	5,250
210 Communications			0	0	0	7,600
212 Bonds, Insurance, Licenses			0	0	0	17,880
213 Postage			0	0	0	30,000
214 Advertising, Printing, Photo			0	0	0	27,500
215 Training & Travel			0	0	0	17,000
216 Education, Memberships, Subscriptions			0	0	0	10,330
218 Claims			0	0	0	10,000
219 Other			0	0	0	99,750
220 Examinations			0	0	0	600
Total			0	0	0	528,980
<b>TOTAL CONSENT ENVIRONMENTAL QUALITY</b>			0	0	0	1,565,925
<b>SCHEDULE OF PERSONNEL</b>	<b>PAY GRADE</b>		<b>FY 14</b>	<b>FY 15</b>	<b>FY 15</b>	<b>FY 16</b>
Environmental Quality Program Manager	17 5609		0	0	0	1
Laboratory Supervisor & Environmental Chemist	14 5605		0	0	0	1
Environmental Monitoring Supervisor	14		0	0	0	1
FOG Coordinator	9		0	0	0	1
Environmental Coordinator	9		0	0	0	1
Biologist	8 5605		0	0	0	2
FOG Inspector	8		0	0	0	2
Environmental Technician	8 5609		0	0	0	2
Lab Analyst-FOG	7 5620		0	0	0	1
Lab Analyst	7 5605		0	0	0	1
Assistant Biologist-Sampling Technician	6 5609		0	0	0	2
Laboratory Technician	5 5605		0	0	0	3
Lab Assistant (Part-Time)	5 5605		0	0	0	2
<b>EMPLOYEE POSITIONS</b>			0	0	0	20

Funding Allocation:  
100% Water and Sewer Operating Fund

# **OPERATION SERVICES WATER AND SEWER**

## **FLEET, BUILDING, STATION & ENVIRONMENTAL MAINTENANCE**

## **PROGRAM 5626**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	0	0	0	1,362,950
102 Overtime	0	0	0	32,730
103 Retirement	0	0	0	70,010
104 Social Security	0	0	0	107,980
105 Insurance	0	0	0	173,540
106 Longevity	0	0	0	4,460
107 Medical Expenses	0	0	0	2,000
111 Workers' Compensation	0	0	0	2,840
 Total	 0	 0	 0	 1,756,510
<b>OPERATING</b>				
201 Office Supplies	0	0	0	1,000
202 Small Equipment	0	0	0	60,000
203 Fuel, Oil, Lube	0	0	0	52,500
204 Clothing	0	0	0	27,200
205 Custodial Equipment & Supplies	0	0	0	9,000
206 Materials	0	0	0	108,000
207 Repair of Equipment	0	0	0	450,000
208 Repair of Buildings	0	0	0	40,000
210 Communications	0	0	0	6,500
211 Utilities	0	0	0	480,000
212 Bonds, Insurance, Licenses	0	0	0	29,140
215 Training & Travel	0	0	0	16,000
216 Education, Memberships, Subscriptions	0	0	0	11,000
217 Lease, Rent, Taxes	0	0	0	10,000
219 Other	0	0	0	100,000
 Total	 0	 0	 0	 1,400,340
 <b>TOTAL FLEET, BUILDING, STATION &amp; EASEMENT MAINTENANCE</b>	 0	 0	 0	 3,156,850

SCHEDULE OF PERSONNEL	PAY GRADE	FY 14	FY 15	FY 15	FY 16
Fleet, Building & Station Program Mgr.	17 5620	0	0	0	1
Supervisor	11 5606/5616	0	0	0	2
Chief Mechanic	8 5606/5615	0	0	0	2
Electrician	8 5606/5620	0	0	0	4
Electronic Technician	8 5606/5620	0	0	0	4
Accounting Technician	6 5601	0	0	0	1
Equipment Mechanic Body Repair	6 5615	0	0	0	1
Maintenance Machinist/Mechanic (I-V)	3-6 5606/5616	0	0	0	14
Grounds Maintenance Leadperson	5 5606	0	0	0	1
Grounds Maintenance Person	3 5606	0	0	0	3
Maintenance Person	3 (1) 5613	0	0	0	2
Laborer (Seasonal)	1 5613	0	0	0	0.5
 <b>EMPLOYEE POSITIONS</b>		 0	 0	 0	 35.5

Funding Allocation:  
100% Water and Sewer Operating Fund

**2016 Water & Sewer Capital Relative to Consent Decree  
Bond Proceed Purchases**

<b>Capital Outlay</b>	<b>Number</b>	<b>Program</b>	<b>Addition/Replacement</b>	<b>Amount</b>
4 Door Sedan Gas/Electric Hybrid (Prius)	2	5501	Replacement 2-1999 Fords (Asset Nos. 492 w/ 79,500 miles & 839 w/ 171,100 miles)	56,570
4 Door Sedan Gas/Electric Hybrid (Prius)	1	5501	Addition	28,285
<b>5501- Utility Administration</b>				<b>84,855</b>
4 Door Sedan Gas/Electric Hybrid (Prius)	1	5521	Addition	28,285
Compact Utility Mini-Van	1	5521	Addition	27,750
<b>5521-Business &amp; Finance</b>				<b>56,035</b>
4 Door Sedan Gas/Electric Hybrid (Prius)	4	5522	Addition	113,140
<b>5522-Communications &amp; Training</b>				<b>113,140</b>
Engineering Full-Size Document Copier & Scanner	1	5523	Addition	20,000
Compact Utility Mini-Van	1	5523	Addition	27,750
4 Door Sedan Gas/Electric Hybrid (Prius)	8	5523	Addition	226,280
<b>5523-Engineering &amp; Engineering Technology</b>				<b>274,030</b>
Massard WWTP Air Conditioner Equipment		5603	Replacement	51,000
1/2 Ton 2WD Full Size Regular Cab Pickup with Long Bed	1	5603	Replacement 1996 Ford (Asset No. 545 - 76,000 miles)	23,800
1/2 Ton 2WD Full Size Regular Cab Pickup with Long Bed	1	5603	Addition for Massard WWTP Supervisor	23,800
Tri-Axle Dump Truck - Massard WWTP	2	5603	Replacement 1999 GMC & 2003 International (Asset Nos. 525 - 89,526 miles & 733 - 66,447 miles)	220,000
Chlorine Ejectors - P Street WWTP	4	5603	Replacement	16,000
Radio Transmitters at Wildcat Mtn. Reservoir Site - Wastewater SCADA System	2	5603	Replacement	16,500
<b>5603-Sewer Treatment</b>				<b>351,100</b>



Maintenance Building Roof Replacement - Lee Creek		5604	Replacement	49,500
Chlorinators - Lee Creek	2	5604	Replacement	11,400
1/2 Ton 4WD Full Size Pickup w/ Regular Cab & Short Bed-Lee Creek	1	5604	Replacment 2001 Dodge Pickup (Asset No. 557 - 101,783 miles)	24,850
Activated Carbon Feed System - Lee Creek		5604	Replacement	24,500
Turbine Generator Control System - Lee Creek		5604	Replacement	310,000
<b>5604-Water Treatment</b>				<b>420,250</b>
Compact Utility Mini-Van	5	5625	Addition	122,170
Utility Vehicle 4 WD	1	5625	Addition	31,325
1/2 Ton 4WD Full Size Pickup w/ Regular Cab & Short Bed	2	5625	Addition	49,700
4 Door Mid-Size Sedan Gas/Electric Hybrid	2	5625	Addition	56,000
<b>5625-Environmenatal Quality</b>				<b>259,195</b>
4 Door Sedan Gas/Electric Hybrid (Prius)	1	5610	Addition	28,285
4 Door Sedan Gas/Electric Hybrid (Prius)	1	5610	Replacement 2000 Chevrolet (Asset No. 112 w/ 90,075 miles)	28,285
4 Door Sedan Gas/Electric Hybrid (Prius)	1	5610	Replacement 2000 Chevrolet (Asset No. 113 w/ 83,900 miles)	28,285
Enclosed Utility Trailer	1	5610	Addition	10,000
Equipment Trailer - 30,000 Pound GVWR Flat-Top	1	5610	Addition	20,000
1 Ton Cab/Chassis w/ Utility Bed - Diesel	1	5610	Addition	55,000
2 Ton Dump Bed Truck - Diesel	1	5610	Replacement 2003 Ford (Asset No. 509 w/ 61,350 miles)	80,000
Meters		5610	New	510,000
<b>5610-Water Line Maintenance</b>				<b>759,855</b>
1 Ton Cab/Chassis w/Sign & Barricade Bed - Diesel	1	5611	Addition	55,000
Excavator - 6 Ton	1	5611	Replacement 1999 Backhoe (Asset 452 - 1709 hours)	90,000
Equipment Trailer - 22,000 GVWR Flat-Top	1	5611	Addition	14,000
3-Inch Trash Pump w/ Suction Hose	2	5611	Addition	5,000
4-Inch Trash Pump w/ Suction Hose	2	5611	Addition	15,000
8-Inch Vacuum Assisted Pump	1	5611	Addition	55,000
Portable Hydraulic Units	2	5611	Addition	50,000

Jet Vacuum Truck - Diesel	1	5611	Replacement (Asset 503 w/ 58,000 miles)	490,000
Jet Vacuum Truck - Diesel	1	5611	Addition	490,000
CCTV Camera Truck	1	5611	Addition	320,000
<b>5611-Sewer Line Maintenance</b>				<b>1,584,000</b>
4 Door Sedan Gas/Electric Hybrid (Prius)	1	5612	Addition	28,285
1/2 Ton 2WD Full Size Regular Cab Pickup w/ Short Bed	1	5612	Replacement 2006 Ford (Asset No. 940 - 200,000 miles)	21,750
1 Ton Cab/Chassis w/ Utility Bed - Diesel	1	5612	Replacement 2006 GMC (Asset No. 959 - 64,686 miles)	55,000
2 Ton Cab/Chassis w/ Utility Bed - Diesel	1	5612	Replacement 2002 Ford (Asset No. 490 - 83,679 miles)	82,000
5 Ton Single Axle Dump Truck - Diesel	2	5612	Addition	80,000
1 Ton Cab/Chassis w/Flat Bed Dump - Diesel	1	5612	Addition	55,000
1 Ton Cab/Chassis w/Utility Bed - Diesel	2	5612	Addition	110,000
Trackhoe	2	5612	Addition	90,000
Equipment Trailer	2	5612	Addition	20,000
<b>5612-Sewer Line Construction</b>				<b>542,035</b>
4 Door Mid-Size Sedan Gas/Electric Hybrid	1	5626	Addition	31,200
1/2 Ton 4WD Full-Size Pickup w/ Regular Cab & Short Bed	1	5626	Addition	24,850
1 Ton Cab/Chassis Dual Wheel & Service Bed w/ Autocrane (Recessed Outriggers) - Diesel	2	5626	Replacement 2001 Chevrolet 3500 & 2002 Ford F350 (Asset Nos. 500 - 122,146 & 446 - 107,442 miles)	129,320
1 Ton Cab/Chassis w/ Utility Bed - Diesel	3	5626	Addition	165,000
Dodge 4500 Short Wheelbase or Equivalent - Diesel	1	5626	Addition	55,000
8,000 Pound Fork Lift w/ Off Road Tires	1	5626	Addition	83,750
3/4 Ton Cab/Chassis w/ Utility Bed - Diesel	1	5626	Replacement Year Make (Asset 972 -124,170 miles)	45,000
3/4 Ton Cab/Chassis w/ Utility Bed - Diesel	1	5626	Addition	45,000
1 Ton Cab/Chassis w/ Utility Bed - Diesel	2	5626	Addition	110,000
All Terrain Personnel Lift	1	5626	Addition	85,000
Standby Power Generators - Natural Gas Fueled	2	5626	Replacement (Haven Hill PS) Addition (Country Club & Greenwood PS)	170,000
<b>5626-Fleet, Building, Station &amp; Environmental Maintenance</b>				<b>944,120</b>

## PARKS AND RECREATION OVERVIEW:

The Parks and Recreation Department oversees the operation of seven programs: 6201 Parks Maintenance, 6202 Oak Cemetery, 6204 Community Centers, 6205 Aquatics; 6206 River Park/Downtown Maintenance, 6207 The Park at West End and 6208 1/8% Sales Tax Operations. The Department serves as a leader in the community in creating health and well being of citizens through providing high quality services which connect the community through facilities, opportunities for social engagement, and programming that encourages a healthy living lifestyle (Comprehensive Plan: Goal NCR-4). The Department seeks options to improve the city's parks system and enhance citizen's parks and recreation experience/ Beautification and maintenance of 311 acres of city parks for recreational purposes is a function of the Department. In addition, the Department manages the historic 30.27 acre Oak Cemetery, and operates the Creekmore Community Center and Elm Grove Community Center which provide affordable event locations for citizens. The Department oversees an Olympic-size swimming pool, two splash pads, and three wading pools. In addition the Department manages the River Park trail and facilities, Garrison Avenue Streetscape, and Downtown parking areas.

The FY16 Budget is \$3.12 million less than the FY15 Budget. The decrease is attributable to multi-year capital projects, mid year budget reductions and cost saving measures implemented throughout the department. Capital in FY15 also included prior year encumbrances for Parrot Island Water Park which opened in 2015.

Total positions in FY16 for the Department are 42.35 which is 2.75FTE less than FY15.

PARKS & RECREATION	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 1,717,581	\$ 1,866,120	\$ 1,646,572	\$ 1,779,813	\$ 1,942,528
Operating Expenditures	914,666	1,290,199	1,026,254	1,116,210	1,177,710
Operating Budget	\$ 2,632,247	\$ 3,156,319	\$ 2,672,826	\$ 2,896,023	\$ 3,120,238
Capital Outlay	1,522,074	4,919,644	4,919,644	2,050,000	2,165,000
Budget Appropriation	\$ 4,154,321	\$ 8,075,963	\$ 7,592,470	\$ 4,946,023	\$ 5,285,238
Authorized Positions	49.10	45.10	44.85	42.35	47.10

# **OPERATION SERVICES PARKS AND RECREATION**

## **PARKS MAINTENANCE**

## **PROGRAM 6201**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	698,010	685,690	673,781	679,450
102 Overtime	4,094	7,290	4,580	3,500
103 Retirement	59,475	60,510	51,898	31,840
104 Social Security	52,627	54,850	54,430	53,410
105 Insurance	164,160	165,230	165,230	165,230
106 Longevity	2,437	2,650	2,555	2,770
107 Medical Expenses	65	1,070	105	750
108 Other-Vehicle Allowance	15,381	20,400	9,748	5,400
111 Workers' Compensation	14,330	10,160	10,160	3,000
Total	1,010,579	1,007,850	972,487	945,350

Note 1

## **OPERATING**

201 Office Supplies	889	1,000	1,193	1,000
202 Small Equipment	18,045	20,000	15,688	17,500
203 Fuel, Oil, Lube	40,673	37,072	38,500	42,000
204 Clothing	8,223	8,250	10,250	10,750
205 Custodial Equipment & Supplies	4,299	7,000	5,181	6,000
206 Materials	33,143	57,474	39,473	55,000
207 Repair of Equipment	36,801	38,000	40,530	38,000
208 Repair of Buildings	20,365	26,000	17,898	22,500
210 Communications	9,740	5,730	8,803	8,000
211 Utilities	89,936	85,673	83,367	90,000
212 Bonds, Insurance, Licenses	40,886	51,710	36,418	36,000
213 Postage	277	300	305	300
214 Advertising, Printing, Photo	3,584	3,950	7,312	2,000
215 Training & Travel	5,204	6,300	5,648	2,000
216 Education, Memberships, Subscriptions	4,144	5,600	5,238	4,790
217 Lease, Rent, Taxes	16,936	11,625	12,238	15,000
219 Other-Recreation Programming	16,473	12,250	11,000	12,250
230 Contractual Services	193,968	229,880	158,310	120,000
Total	543,586	607,814	497,352	483,090

Note 2

**PARKS MAINTENANCE**  
(continued)

**PROGRAM 6201**

CAPITAL OUTLAY	147,243	25,000	25,000	0
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PARKS MAINTENANCE TOTAL	1,701,408	1,640,664	1,494,839	1,428,440
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Note 1: Personnel 108 prior year expenses included temporary/seasonal staffing, which was eliminated for FY16.

Note 2: Account Code 204 for FY16: As a cost saving measure, complete uniforms will be rented. Shorts and jeans not rented will be at the employees expense. FTE employees will be required to wear green safety shirts from the local vendor. Green safety tshirts will be ordered for seasonal laborers.

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Parks & Recreation Director	21	1	1	1	1
Maintenance Supervisor	11	1	1	1	1
Recreation Supervisor	11	1	1	1	1
Park Maintenance Technician	8	2	2	2	2
Administrative Secretary	8	1	1	1	1
Forester	7	0.5	0.5	0	0
Senior Maintenance Person	5	2	2	2	2
Equipment Operator II	4	2	2	2	2
Maintenance Person	3	4	4	4	4
Laborer (Seasonal)	1	6.5	5.5	5.5	4.5
EMPLOYEE POSITIONS		21	20	19.5	18.5

Funding Allocation for Personnel & Operating Costs:

85% General Fund  
15% Street Maintenance Fund

Funding Allocation for Capital Outlay:

100% General Fund

# **OPERATION SERVICES PARKS AND RECREATION**

## **OAK CEMETERY**

## **PROGRAM 6202**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	100,037	104,830	92,939	90,750
102 Overtime	1,758	2,590	2,506	2,600
103 Retirement	7,161	8,050	6,667	3,815
104 Social Security	7,339	8,630	6,906	7,280
105 Insurance	20,670	21,720	21,720	21,720
106 Longevity	600	610	632	610
107 Medical Expenses	0	1,000	0	500
111 Workers' Compensation	1,290	960	960	600
<b>Total</b>	<b>138,855</b>	<b>148,390</b>	<b>132,330</b>	<b>127,875</b>
<b>OPERATING</b>				
201 Office Supplies	39	250	16	250
202 Small Equipment	2,655	5,301	3,319	1,500
203 Fuel, Oil, Lube	1,750	1,750	1,750	1,200
204 Clothing	477	1,000	961	1,500
205 Custodial Equipment & Supplies	562	750	442	300
206 Materials	710	1,200	506	750
207 Repair of Equipment	3,206	5,000	2,254	3,250
208 Repair of Buildings	4,054	3,500	1,398	1,750
210 Communications	48	250	65	250
211 Utilities	2,937	3,500	2,587	3,250
212 Bonds, Insurance, Licenses	160	1,220	161	500
213 Postage	0	100	54	100
214 Advertising, Printing, Photo	20	0	0	0
216 Education, Memberships, Subscriptions	49	100	0	0
217 Lease, Rent, Taxes	568	1,000	173	500
219 Other- Tree Care, Tales of the Crypt	4,622	5,000	4,700	1,500
<b>Total</b>	<b>21,857</b>	<b>29,921</b>	<b>18,386</b>	<b>16,600</b>

**OAK CEMETERY**  
(continued)

**PROGRAM 6202**

CAPITAL OUTLAY	0	0	0	0
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OAK CEMETERY TOTAL	160,712	178,311	150,716	144,475
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Note 1: Account Code 204 for FY16: As a cost saving measure, complete uniforms will be rented. Shorts and jeans not rented will be at the employees expense. FTE employees will be required to wear green safety shirts from the local vendor. Green safety tshirts will be ordered for seasonal laborers.

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Sexton	5	1	1	1	1
Maintenance Person	3	1	1	1	1
Laborer (Seasonal)	1	1.5	1.5	1.5	1
EMPLOYEE POSITIONS		3.5	3.5	3.5	3

Funding Allocation:  
100% General Fund

# **OPERATION SERVICES PARKS AND RECREATION**

## **COMMUNITY CENTERS**

## **PROGRAM 6204**

		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>					
101 Regular Salaries		83,167	90,790	84,175	88,650
102 Overtime		1,631	3,210	1,980	1,000
103 Retirement		5,615	6,130	5,097	2,925
104 Social Security		6,265	7,260	6,751	8,350
105 Insurance		29,440	30,930	30,930	30,930
106 Longevity		120	130	127	250
107 Medical Expenses		0	200	0	200
111 Workers' Compensation		1,310	980	980	600
<b>Total</b>		<b>127,548</b>	<b>139,630</b>	<b>130,040</b>	<b>132,905</b>
<b>OPERATING</b>					
201 Office Supplies		625	500	475	500
202 Small Equipment		13,531	3,000	1,035	2,000
204 Clothing		387	500	500	0
205 Custodial Equipment and Supplies		6,943	5,000	5,097	5,000
206 Materials		2,294	2,000	1,438	1,500
207 Repair of Equipment		296	500	68	500
208 Repair of Buildings		3,751	10,000	3,006	7,000
210 Communications		257	500	300	500
211 Utilities		18,137	20,000	13,032	20,000
<b>Total</b>		<b>46,221</b>	<b>42,000</b>	<b>24,951</b>	<b>37,000</b>
<b>CAPITAL OUTLAY</b>		<b>33,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>COMMUNITY CENTERS TOTAL</b>		<b>206,769</b>	<b>181,630</b>	<b>154,991</b>	<b>169,905</b>
<b>SCHEDULE OF PERSONNEL</b>	<b>PAY GRADE</b>	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Senior Clerk II	5	0	0	0	1
Clerk	3	2	2	2	1
Laborer (Part-time)	1	2.25	2.25	2	2
<b>EMPLOYEE POSITIONS</b>		<b>4.25</b>	<b>4.25</b>	<b>4</b>	<b>4</b>

Funding Allocation:  
100% General Fund



# **OPERATION SERVICES PARKS AND RECREATION**

## **AQUATICS**

## **PROGRAM 6205**

		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16	
PERSONNEL						
101	Regular Salaries	45,327	53,830	63,191	56,300	
102	Overtime	4,140	6,120	6,373	4,900	
104	Social Security	3,813	6,360	7,925	4,680	
107	Medical Expenses	0	200	0	100	
111	Workers' Compensation	7,120	4,210	4,210	600	
Total		60,400	70,720	81,699	66,580	
OPERATING						
201	Office Supplies	117	300	300	150	
202	Small Equipment	2,029	13,000	12,105	10,000	
204	Clothing	1,636	2,000	2,000	2,000	
205	Custodial Equipment & Supplies	1,460	2,000	1,200	1,500	
206	Materials	18,627	28,000	28,202	25,650	
207	Repair of Equipment	180	1,500	1,186	1,190	
208	Repair of Buildings	41,511	35,000	35,000	25,000	
210	Communications	514	300	300	300	
211	Utilities	13,596	15,000	11,689	14,500	
212	Bonds, Insurance, Licenses	85	0	130	150	
Total		79,755	97,100	92,112	80,440	
CAPITAL OUTLAY		54,000	0	0	0	
AQUATICS TOTAL		194,155	167,820	173,811	147,020	
SCHEDULE OF PERSONNEL		PAY GRADE	FY14	FY15	FY15	FY16
Seasonal Manager		9	0.20	0.20	0.20	0.20
Seasonal Assistant Manager		4	0.40	0.40	0.40	0.40
Seasonal Head Lifeguard		3	0.75	0.75	0.75	0.75
Seasonal Lifeguards		3	3.50	2.50	3.50	2.50
EMPLOYEE POSITIONS			4.85	3.85	4.85	3.85

Funding Allocation:  
100% General Fund

# **OPERATION SERVICES PARKS & RECREATION**

## **RIVERFRONT/DOWNTOWN MAINTENANCE**

## **PROGRAM 6206**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	160,864	127,450	119,658	112,100
102 Overtime	1,886	3,310	1,540	1,500
103 Retirement	12,795	8,980	7,296	4,360
104 Social Security	11,752	10,050	8,826	8,880
105 Insurance	44,220	37,010	37,010	37,010
106 Longevity	203	310	127	310
107 Medical Expenses	0	200	0	100
108 Other-Temporary Staffing	0	0	0	700
111 Workers' Compensation	1,990	960	960	750
Total	233,710	188,270	175,417	165,710
<b>OPERATING</b>				
201 Office Supplies	1,281	200	267	200
202 Small Equipment	1,695	10,282	9,340	3,500
203 Fuel, Oil, Lube	4,732	3,500	3,500	3,300
204 Clothing	2,000	2,000	1,940	2,200
205 Custodial Equipment and Supplies	5,558	5,000	6,300	5,000
206 Materials	8,642	7,500	6,679	5,500
207 Repair of Equipment	1,919	4,000	3,007	2,500
208 Repair of Buildings	33,457	38,532	24,011	20,000
210 Communications	526	1,000	463	1,000
211 Utilities	41,787	43,000	39,563	43,000
212 Bonds, Insurance, Licenses	3,152	2,230	3,200	3,200
214 Advertising, Printing, Photo	39,858	10,000	6,075	0
216 Education, Memberships, Subscriptions	50	0	250	0
217 Lease, Rent, Taxes	441	1,600	0	1,000
219 Other	28,625	30,000	20,869	0
230 Downtown Events	18,145	25,000	31,593	25,000
231 Downtown Management	0	22,080	16,560	16,000
232 Downtown Streetscape Maintenance	0	51,000	30,663	45,000
233 Downtown Promotion & Public Relations	0	0	0	11,000
234 Downtown Advertising, Printing, Photo	0	0	0	8,000
Total	191,868	256,924	204,280	195,400
<b>CAPITAL OUTLAY</b>				
	0	214,000	214,000	0
<b>RIVERFRONT/DOWNTOWN MAINTENANCE TOTAL</b>				
	425,578	659,194	593,697	361,110

Note 1

Note 2

**RIVERFRONT/DOWNTOWN  
MAINTENANCE  
(continued)**

**PROGRAM 6206**

Note 1: Account Code 108 for FY16: As a cost saving measure for large events, a temporary worker will be used in lieu of staff overtime.

Note 2: Account Code 204 for FY16: As a cost saving measure, complete uniforms will be rented. Shorts and jeans not rented will be at the employees expense. FTE employees will be required to wear green safety shirts from the local vendor. Green safety tshirts will be ordered for seasonal laborers.

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Downtown Development Coordinator	12	1	0	0	0
Maintenance Person	3	3	3	3	3
Laborer (Part-Time)	2	2	2	1.5	1.5
Laborer (Seasonal)	1	2	1.5	1.5	0.5
EMPLOYEE POSITIONS		8	6.5	6	5

Funding Allocation:  
100% General Fund

Note: Program 4111-Downtown Development was combined with this program beginning in 2015.

# **OPERATION SERVICES PARKS & RECREATION**

## **THE PARK AT WEST END**

## **PROGRAM 6207**

		Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16	
PERSONNEL						
101	Regular Salaries	9,015	14,480	10,394	10,100	
102	Overtime	437	770	236	340	
104	Social Security	694	1,570	813	800	
111	Workers' Compensation	380	280	280	150	
Total		10,526	17,100	11,723	11,390	
OPERATING						
202	Small Equipment	25	500	230	200	
203	Fuel, Oil, Lube	0	0	0	100	
204	Clothing	0	300	0	0	
205	Custodial Equipment and Supplies	10	500	21	100	
206	Materials	918	1,000	821	500	
207	Repair of Equipment	0	1,500	39	1,000	
211	Utilities	2,541	3,000	3,293	3,300	
212	Bonds, Insurance, Licenses	8,567	8,750	8,977	9,000	
214	Advertising, Printing, Photo	41	600	560	0	
217	Lease, Rent, Taxes	1	10	2	10	
Total		12,103	16,160	13,943	14,210	
THE PARK AT WEST END TOTAL		22,629	33,260	25,666	25,600	
SCHEDULE OF PERSONNEL		PAY GRADE	FY14	FY15	FY15	FY16
Lead Worker	2	0.40	0.40	0.40	0.40	
Laborer (Part-Time)	1	0.60	0.60	0.60	0.60	
EMPLOYEE POSITIONS		1.00	1.00	1.00	1.00	

Funding Allocation:  
100% General Fund

Note: The revenue generated by the ferris wheel and the carousel is netted against the actual costs each year.  
If expenditures exceed revenues, the difference is made up by the CBID.

# **OPERATION SERVICES PARKS & RECREATION**

## **1/8% SALES AND USE TAX**

## **PROGRAM 6208**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	79,552	204,550	71,408	246,438
102 Overtime	553	790	224	2,960
103 Retirement	7,037	17,000	7,928	8,995
104 Social Security	6,081	15,260	6,856	15,110
105 Insurance	41,450	55,500	55,500	55,500
106 Longevity	0	0	0	0
107 Medical Expenses	0	100	0	100
111 Workers' Compensation	1,290	960	960	900
Total	135,963	294,160	142,876	330,003
<b>OPERATING</b>				
202 Small Equipment	1,106	1,000	3,500	5,000
203 Fuel, Oil, Lube	0	0	0	1,000
206 Materials	3,397	5,000	0	25,000
207 Repair of Equipment	0	0	0	1,000
208 Repair of Buildings	0	0	0	10,000
211 Utilities	1,173	22,000	3,023	20,000
212 Bonds, Insurance, Licenses	17	100	100	100
214 Advertising, Printing, Photo	0	0	0	15,000
216 Education, Memberships, Subscriptions	0	0	0	3,810
217 Lease, Rent, Taxes	0	0	0	5,000
219 Other-Ben Geren Softball Maintenance, Contractual Services	13,583	212,180	168,607	11,000
230 Professional Services	0	0	0	192,560
Total	19,276	240,280	175,230	289,470

Note 2

**1/8% SALES AND USE TAX**  
(continued)

**PROGRAM 6208**

CAPITAL OUTLAY	1,287,831	4,680,644	4,680,644	
311 Riverfront Drive 51 Acre Development (New)				700,000
312 Trails and Greenways-West River Trail (New)				1,000,000
315 Neighborhood Park-Fianna Way (Imani Park)				100,000
319 Matching Funds-Per Board Resolution R-158-15				50,000
320 Fort Smith Park Parking & Fishing Pavilion				200,000

Total Capital Outlay				2,050,000
1/8% SALES & USE TAX TOTAL	1,443,070	5,215,084	4,998,750	2,669,473

SCHEDULE OF PERSONNEL	PAY GRADE	FY 14	FY 15	FY 15	FY 16
Deputy Director (Note 3)	17	0	0	0	1
Recreation Programmer (Note 1)	9	0	1	1	1
Accounting Technician	6	1	1	1	1
Maintenance Person	3	2	2	2	2
Laborer (Seasonal)	1	3.5	2	2	2
EMPLOYEE POSITIONS		6.5	6	6	7

Note 1: Partial reimbursement from Program 6206 Riverfront/Downtown Maintenance account code 231 (approximately 15 hours per week).

Note 2: Account Code 211 for FY16: Increase in utility budget is attributable to the addition of the Riverwalk Trail.

Note 3: Funds included for FY16 for this position total \$65,108.

Note 4: Account Code 219 for FY15: Ben Geren softball field maintenance and design services were both included in this code. For FY16, account code 230 was assigned for Design Services.

## CONVENTION CENTER OVERVIEW:

The Convention Center, Program 6203, is responsible for operating the facility. This program is now managed by the Advertising and Promotion Commission. The personnel are charged with booking conventions, trade shows, theater performances and other events in an effort to maximize the use of the facility. The facility has a 1,331 seat theater and 40,000 square feet of exhibition space plus meeting rooms. The entire facility encompasses 145,000 square feet of space on an 18 acre campus.

The FY16 Budget is \$195,219 or 0.12% more than the FY15 Budget. The increase is in the capital outlay. The City General Fund will provide \$777,000 to the Convention Center in FY16 as it did in FY15.

The Convention Center has 13.50FTE positions for FY16 which is consistent with FY15.

CONVENTION CENTER	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 821,685	\$ 831,820	\$ 812,832	\$ 822,125	\$ 858,200
Operating Expenditures	652,469	700,136	592,328	655,650	653,650
Operating Budget	\$ 1,474,154	\$ 1,531,956	\$ 1,405,160	\$ 1,477,775	\$ 1,511,850
Capital Outlay	79,789	37,600	37,600	287,000	280,000
Budget Appropriation	\$ 1,553,943	\$ 1,569,556	\$ 1,442,760	\$ 1,764,775	\$ 1,791,850
Authorized Positions	13.50	13.50	13.50	13.50	13.50

# **OPERATION SERVICES CONVENTION CENTER**

## **CONVENTION CENTER**

## **PROGRAM 6203**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	526,396	542,370	522,891	544,390
102 Overtime	7,554	8,200	12,769	12,910
103 Retirement	50,950	57,250	48,920	28,425
104 Social Security	39,249	43,080	38,884	43,510
105 Insurance	115,230	121,060	121,060	121,060
106 Longevity	1,233	1,270	1,265	1,510
107 Medical Expenses	30	90	0	100
108 Other	76,040	53,400	63,179	63,000
109 Employee Allowances	1,523	2,500	1,264	1,200
111 Workers' Compensation	3,480	2,600	2,600	6,020
Total	821,685	831,820	812,832	822,125
<b>OPERATING</b>				
201 Office Supplies	713	1,300	867	1,300
202 Small Equipment	17,019	21,500	16,224	21,500
203 Fuel, Oil, Lube	570	750	555	650
204 Clothing	3,067	3,500	1,909	3,500
205 Custodial Equipment & Supplies	17,400	25,000	23,542	25,000
206 Materials	1,406	4,000	2,728	2,700
207 Repair of Equipment	16,332	9,000	5,372	8,000
208 Repair of Buildings	120,350	125,576	90,229	140,000
209 Merchandise/Program Participation	57,525	56,000	46,109	56,000
210 Communications	3,255	10,000	3,365	6,000
211 Utilities	283,063	260,000	256,366	260,000
212 Bonds, Insurance, Licenses	67,547	109,040	94,233	64,000
213 Postage	369	1,100	387	1,000
214 Advertising, Printing, Photo	11,355	14,400	10,320	13,500
215 Travel	25,453	30,000	19,379	28,500
216 Education, Memberships, Subscriptions	5,322	5,470	5,233	4,500
217 Lease, Rent, Taxes	5,972	5,300	3,937	5,500
219 Other - Pest Control	0	200	0	500
230 Special Beverages	15,751	18,000	11,573	13,500
Total	652,469	700,136	592,328	655,650
<b>CAPITAL OUTLAY</b>				
	79,789	37,600	37,600	
301 Theater Drape Leg Replacement Phase 3 of 5				4,500
302 Convention Center Carpet Replacement				250,000
303 Event Pro Software Upgrade				7,500
304 Variable Frequency Drive-Phase II				15,000
305 Theater Ceiling Projectors (2) (Additions)				10,000
Total Capital Outlay				287,000
<b>CONVENTION CENTER TOTAL</b>	<b>1,553,943</b>	<b>1,569,556</b>	<b>1,442,760</b>	<b>1,764,775</b>



**CONVENTION CENTER**  
(continued)

**PROGRAM 6203**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Chief Operating Officer	17	1	1	1	1
Operation Supervisor	11	1	1	1	1
Sales Director	10	2	2	2	1
Lead Engineer	8	1	1	1	1
Sales & Service Manager	8	0	0	0	1
Events Coordinator	7	1	1	1	1
Administrative Secretary	7	1	1	1	1
Building Engineer	6	2	2	2	2
Maintenance Person	3	4	4	4	4
Laborer (Seasonal)	1	0.5	0.5	0.5	0.5
EMPLOYEE POSITIONS		13.5	13.5	13.5	13.5

Funding Allocation:

100% Convention Center Fund

## SANITATION DEPARTMENT OVERVIEW:

The Sanitation Department is comprised of six programs: 6301 Administration, 6302 Residential Collection, 6303 Commercial Collection, 6304 Fleet Maintenance, 6305 Sanitary Landfill and 6307 Industrial Collection. The Department manages and coordinates the solid waste collection and disposal system within the Solid Waste Management District. The Department manages the recyclables program, coordinates construction of landfill expansions, provides collection service for residential, commercial, and industrial accounts for solid waste and recyclables and provides for disposal of solid waste.

The FY16 Budget is \$32,669 more than the FY15 Budget. Capital requests are \$250,000 more than FY15. Operating costs for FY16 are budgeted at \$221,000 less than FY15.

The Sanitation Department has 78 FTE positions for FY16 which is .5 less than FY15.

SANITATION DEPARTMENT	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenses	\$ 4,864,205	\$ 4,663,860	\$ 4,596,294	\$ 4,664,355	\$ 4,857,130
Operating Expenses	<u>4,080,025</u>	<u>4,322,085</u>	<u>4,213,479</u>	<u>4,100,250</u>	<u>4,152,040</u>
Operating Budget	\$ 8,944,230	\$ 8,985,945	\$ 8,809,773	\$ 8,764,605	\$ 9,009,170
Capital Outlay	<u>1,281,774</u>	<u>957,791</u>	<u>957,791</u>	<u>1,211,800</u>	<u>0</u>
Budget Appropriation	\$ 10,226,004	\$ 9,943,736	\$ 9,767,564	\$ 9,976,405	\$ 9,009,170
Authorized Positions	78.50	78.50	78.00	78.00	79.00

# **OPERATION SERVICES SANITATION**

## **ADMINISTRATION**

## **PROGRAM 6301**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	308,902	326,360	314,468	321,160
102 Overtime	21,153	10,200	14,820	15,000
103 Retirement	33,605	35,520	30,937	17,820
104 Social Security	24,851	23,440	25,242	26,320
105 Insurance	56,750	59,620	59,620	59,620
106 Longevity	494	610	603	790
108 Other (temporary customer service labor)	14,165	5,400	15,350	15,000
109 Employee Allowances	1,431	0	2,318	2,200
111 Workers' Compensation	12,730	9,480	9,480	13,230
 Total	 474,081	 470,630	 472,838	 471,140
 <b>OPERATING</b>				
201 Office Supplies	8,213	7,000	9,277	7,000
202 Small Equipment	9,327	5,000	1,743	5,000
203 Fuel, Oil, Lube	1,708	1,590	666	1,000
204 Clothing	8,035	4,500	8,811	4,000
205 Custodial Equipment & Supplies	3,730	1,510	2,689	4,500
206 Materials	75	0	181	0
207 Repair of Equipment	3,737	2,000	3,944	3,500
208 Repair of Buildings	8,979	9,000	4,033	9,000
210 Communications Note 2	14,287	4,380	7,023	4,380
211 Utilities	25,389	18,000	21,802	25,000
212 Bonds, Insurance, Licenses	5,827	4,480	4,615	4,480
213 Postage	131	200	250	200
214 Advertising, Printing, Photo	78,211	20,000	43,239	35,000
215 Training & Travel Note 1	22,212	9,000	17,591	18,000
216 Education, Memberships, Subscriptions	6,515	1,920	3,540	1,920
217 Lease, Rent, Taxes	16,298	26,520	28,538	21,720
230 Beautify Fort Smith	0	50,000	56,250	50,000
 Total	 212,674	 165,100	 214,191	 194,700
 CAPITAL OUTLAY	 451	 0	 0	 0
   ADMINISTRATION TOTAL	   687,206	   635,730	   687,029	   665,840
Sinking Fund Depreciation				5,361
Planned Purchase 2016: Self Supported Radio Tower				83,500

**ADMINISTRATION  
(continued)**

**PROGRAM 6301**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Director of Sanitation	22	1	1	1	1
Superintendent	17	1	1	1	1
Administrative Coordinator	9	1	1	1	1
Accounting Technician	6	2	2	2	2
Dispatcher	6	1	1	1	1
Beautification/Recycling Coordinator	3	0.5	0.5	0	0
EMPLOYEE POSITIONS		6.5	6.5	6	6

Note 1: Account Code 215 includes SWANA certifications for employees.

Note 2: Account Code 210: For FY16 includes Motorola lease.

Funding Allocation:

100% Sanitation Operating Fund

# **OPERATION SERVICES SANITATION**

## **RESIDENTIAL COLLECTION**

## **PROGRAM 6302**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	812,003	827,450	818,989	865,490
102 Overtime	98,916	72,700	55,097	65,360
103 Retirement	89,025	90,330	76,808	46,710
104 Social Security	66,148	69,380	63,175	71,810
105 Insurance	164,070	172,360	172,360	172,360
106 Longevity	2,441	3,010	2,649	3,310
107 Medical Expenses	3,089	2,050	2,955	2,050
108 Other (Temporary Staffing)	174,054	93,270	90,039	93,000
109 Employee Allowances	731	0	0	0
111 Workers' Compensation	70,020	52,130	52,130	47,250
<b>Total</b>	<b>1,480,497</b>	<b>1,382,680</b>	<b>1,334,202</b>	<b>1,367,340</b>
<b>OPERATING</b>				
202 Small Equipment	5,343	4,510	5,364	5,000
203 Fuel, Oil, Lube	258,481	351,000	177,943	300,000
204 Clothing	29,297	30,000	27,909	33,000
205 Custodial Equipment & Supplies	9,464	8,000	13,868	11,200
206 Materials	1,325	2,130	5,348	2,130
207 Repair of Equipment	320,456	262,487	309,974	300,000
208 Repair of Buildings	4,422	2,500	8,149	6,000
210 Communications Note 1	20,273	3,450	5,900	24,750
211 Utilities	1,025	1,500	866	1,300
212 Bonds, Insurance, Licenses	23,008	20,130	22,320	23,810
213 Postage	0	1,000	0	500
214 Advertising, Printing, Photo	11,371	7,000	7,065	10,000
215 Training & Travel	12,170	0	3,509	6,000
216 Education, Memberships, Subscriptions	1,165	2,800	704	1,090
217 Lease, Rent, Taxes	4,259	0	613	0
218 Claims	62	500	0	500
<b>Total</b>	<b>702,121</b>	<b>697,007</b>	<b>589,532</b>	<b>725,280</b>
<b>CAPITAL OUTLAY</b>	<b>539,886</b>	<b>303,000</b>	<b>303,000</b>	
301 Automated Refuse Carts- 65Gal				4,900
302 Automated Refuse Carts-96Gal				80,400
303 Automated Sideload (1) (Replacement 2008 Model)				278,000
304 Rearloader (1) (Replacement 2002 Model)				235,000
<b>Total</b>				<b>598,300</b>
<b>RESIDENTIAL COLLECTION TOTAL</b>	<b>2,722,504</b>	<b>2,382,687</b>	<b>2,226,734</b>	<b>2,690,920</b>

**RESIDENTIAL COLLECTION**  
(continued)

**PROGRAM 6302**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Residential Supervisor	11	1	1	1	1
Residential Foreperson	8	1	1	1	1
Equipment Operator III	5	11	13	11	13
Equipment Operator II	4	12	10	12	10
EMPLOYEE POSITIONS		25	25	25	25

Note 1: Account Code 210 For FY16 Includes service and license fee for Fleetmind GPS-Dispatch System

Note 2: Capital Request 305 for FY16 is for Trackstar System to replace non-supported system. Hardware will be added to capitalize.

Funding Allocation:

100% Sanitation Operating Fund

# **OPERATION SERVICES SANITATION**

## **COMMERCIAL COLLECTION**

## **PROGRAM 6303**

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	366,562	369,530	307,819	362,450
102 Overtime	49,336	63,280	63,000	46,000
103 Retirement	40,243	43,500	31,430	20,560
104 Social Security	30,229	33,430	24,147	31,560
105 Insurance	83,420	87,640	87,640	87,640
106 Longevity	1,671	2,110	1,292	1,690
107 Medical Expenses	385	0	713	1,000
108 Other	2,296	0	0	0
109 Employee Allowances	269	0	981	1,000
111 Workers' Compensation	13,510	10,060	10,060	18,900
Total	587,921	609,550	527,082	570,800

## **OPERATING**

202 Small Equipment	2,566	3,000	6,480	3,000
203 Fuel, Oil, Lube	195,024	199,320	92,114	185,000
204 Clothing	11,985	9,880	13,984	13,530
205 Custodial Equipment and Supplies	7,168	3,250	6,578	6,000
206 Materials	4,374	1,500	7,000	3,000
207 Repair of Equipment	177,547	120,000	239,810	250,000
208 Repair of Buildings	5,111	2,500	9,000	5,000
210 Communications	1,370	6,690	1,790	5,000
211 Utilities	375	1,000	343	500
212 Bonds, Insurance, Licenses	13,630	12,250	13,557	14,000
214 Advertising, Printing, Photo	2,012	3,380	6,285	10,000
215 Training & Travel	10,152	0	3,509	6,000
216 Education, Memberships, Subscriptions	232	1,000	441	1,500
217 Lease, Rent, Taxes	(248)	0	168	0
218 Claims	675	2,000	0	2,000
Total	431,973	365,770	401,059	504,530

## **CAPITAL OUTLAY**

301 2yd Rear Load Containers				110,000
302 4yd Front Load Containers				95,000
303 8yd Front Load Containers				130,000
304 8yd Front Load Cardboard Containers				70,000
305 6yd Front Load Containers				60,000
306 Office Recycle Containers				10,000

Total Capital Outlay 475,000

COMMERCIAL COLLECTION TOTAL 1,497,178 1,450,320 1,403,141 1,550,330

**COMMERCIAL COLLECTION****PROGRAM 6303**

(continued)

Sinking Fund Depreciation

210,426

No Planned Purchases for 2016.

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Commercial Supervisor (Note 1)	11	1	1	1	0
Foreman	8	0	0	0	1
Equipment Operator III	5	5	5	5	5
Equipment Operator II	4	4	4	4	4
EMPLOYEE POSITIONS		10	10	10	10

Note 1: This position also supervises Program 6307 Roll-Off Collection.

Note 2: Account Code 214: Increase for FY16 is for media packets to be used to attract new business.

Funding Allocation:

100% Sanitation Operating Fund



# **OPERATION SERVICES SANITATION**

## **FLEET AND GROUNDS MAINTENANCE**

## **PROGRAM 6304**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	371,385	384,500	380,783	392,510
102 Overtime	48,235	52,380	37,879	46,000
103 Retirement	40,449	43,800	36,715	21,975
104 Social Security	29,986	33,630	29,609	33,720
105 Insurance	88,480	92,950	92,950	92,950
106 Longevity	866	1,090	960	970
107 Medical Expenses	435	650	660	700
108 Other	23,311	15,000	39,861	40,000
111 Workers' Compensation	19,720	14,680	14,680	18,900
<b>Total</b>	<b>622,867</b>	<b>638,680</b>	<b>634,097</b>	<b>647,725</b>
<b>OPERATING</b>				
202 Small Equipment	17,739	2,000	13,976	12,900
203 Fuel, Oil, Lube	57,849	65,940	48,642	59,000
204 Clothing	13,955	14,000	15,538	16,250
205 Custodial Equipment and Supplies	19,128	25,000	9,087	10,000
206 Materials	9,814	15,000	22,111	15,000
207 Repair of Equipment	51,129	35,000	53,343	50,000
208 Repair of Buildings	41,104	30,505	14,960	30,000
210 Communications	4,075	3,600	3,867	5,630
211 Utilities	26,135	20,000	25,296	30,000
212 Bonds, Insurance, Licenses	10,548	16,560	13,145	9,710
213 Postage	68	0	0	0
214 Advertising, Printing, Photo	272	500	1,773	500
215 Training & Travel Note 1	6,366	0	3,771	3,600
216 Education, Memberships, Subscriptions Note 1	1,303	2,800	150	1,000
217 Lease, Rent, Taxes	5,809	9,200	7,288	8,500
<b>Total</b>	<b>265,294</b>	<b>240,105</b>	<b>232,947</b>	<b>252,090</b>
<b>CAPITAL OUTLAY</b>	<b>137,544</b>	<b>41,291</b>	<b>41,291</b>	<b>0</b>
<b>FLEET AND GROUNDS MAINTENANCE TOTAL</b>	<b>1,025,705</b>	<b>920,076</b>	<b>908,335</b>	<b>899,815</b>

**FLEET AND GROUNDS  
MAINTENANCE**  
(continued)

**PROGRAM 6304**

Sinking Fund Depreciation

55,372

No Planned Purchases for 2016.

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Fleet Maintenance Supervisor	11	1	1	1	1
Foreperson	8	1	1	1	1
Heavy Equipment Mechanic II	6	6	6	6	6
Senior Maintenance Person	5	1	1	1	1
Maintenance Person	3	1	1	1	1
EMPLOYEE POSITIONS		10	10	10	10

Note 1: Account Code 215 & 216: Due to turnover, seven employees require mechanic certification.

Funding Allocation:  
100% Sanitation Operating Fund

## SANITARY LANDFILL

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	554,560	586,650	564,417	568,220
102 Overtime	146,308	84,060	121,994	101,570
103 Retirement	67,544	67,210	60,732	33,550
104 Social Security	52,116	51,610	50,560	51,570
105 Insurance	136,400	143,290	143,290	143,290
106 Longevity	1,277	1,270	1,175	1,210
107 Medical Expenses	2,840	4,380	1,658	3,000
108 Other	117,635	27,340	103,253	105,000
109 Employee Allowances	153	0	1,054	0
111 Workers' Compensation	18,720	13,940	13,940	32,130
<b>Total</b>	<b>1,097,553</b>	<b>979,750</b>	<b>1,062,073</b>	<b>1,039,540</b>
<b>OPERATING</b>				
202 Small Equipment	61,857	20,620	20,085	15,000
203 Fuel, Oil, Lube	426,607	453,370	263,078	260,000
204 Clothing	23,488	20,000	21,083	25,000
205 Custodial Equipment & Supplies	10,119	8,000	13,352	10,000
206 Materials	137,227	150,125	211,973	95,000
207 Repair of Equipment	476,358	405,906	471,071	500,000
208 Repair of Buildings	57,518	66,704	78,223	42,300
210 Communications	3,699	3,000	2,005	2,000
211 Utilities	44,209	40,780	43,424	45,000
212 Bonds, Insurance, Licenses	42,431	60,960	49,089	35,000
214 Advertising, Printing, Photo	739	2,000	4,706	2,000
215 Training & Travel	7,616	4,500	10,247	8,000
216 Education, Memberships, Subscriptions	4,208	5,000	887	5,000
217 Lease, Rent, Taxes	207,547	49,048	241,140	251,650
219 Other-Letter of Credit Fee	19,610	167,600	34,073	40,000
230 Landfill Fees-ADEQ/SCRSWMD	309,948	1,008,000	819,918	500,000
231 Monitoring, Testing & Permit Fees	170,758	0	62,021	200,000
239 Ft. Chaffee Agreement	20,000	20,000	20,000	20,000
<b>Total</b>	<b>2,023,939</b>	<b>2,485,613</b>	<b>2,366,375</b>	<b>2,055,950</b>
<b>CAPITAL OUTLAY</b>	<b>59,673</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SANITARY LANDFILL TOTAL</b>	<b>3,181,165</b>	<b>3,465,363</b>	<b>3,428,448</b>	<b>3,095,490</b>

**SANITARY LANDFILL**  
(continued)

**PROGRAM 6305**

Sinking Fund Depreciation-Equipment	477,331
Sinking Fund Depreciation-Convenience Center	0
Planned Purchases for 2016:	
Dozer (1) (Replacement 2004 Model)	735,000

Total Planned Purchases					735,000
<b>SCHEDULE OF PERSONNEL</b>	<b>PAY GRADE</b>	<b>FY14</b>	<b>FY15</b>	<b>FY15</b>	<b>FY16</b>
Landfill Supervisor	11	1	1	1	1
Foreperson	8	1	1	1	1
Landfill Attendant	6	2	2	2	2
Equipment Operator III	5	14	13	13	13
<b>EMPLOYEE POSITIONS</b>		<b>18</b>	<b>17</b>	<b>17</b>	<b>17</b>

Funding Allocation:  
100% Sanitation Operating Fund

# **OPERATION SERVICES SANITATION**

## **INDUSTRIAL COLLECTION**

## **PROGRAM 6307**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	345,623	365,060	341,980	354,580
102 Overtime	89,311	50,530	65,921	60,000
103 Retirement	42,158	41,770	35,235	20,800
104 Social Security	31,700	32,080	29,705	31,940
105 Insurance	75,300	79,100	79,100	79,100
106 Longevity	1,579	2,050	1,376	1,390
107 Medical Expenses	745	900	1,605	1,100
111 Workers' Compensation	14,870	11,080	11,080	18,900
Total	601,286	582,570	566,002	567,810
<b>OPERATING</b>				
202 Small Equipment	2,097	3,000	2,205	3,000
203 Fuel, Oil, Lube	195,470	231,310	121,348	178,660
204 Clothing	10,852	10,730	13,382	14,000
205 Custodial Equipment & Supplies	4,955	3,200	5,518	3,200
206 Materials	1,904	2,000	5,718	2,000
207 Repair of Equipment	210,503	100,000	237,729	130,000
208 Repair of Buildings	3,662	1,000	4,829	1,000
210 Communications	114	0	117	13,200
211 Utilities	375	1,500	343	1,500
212 Bonds, Insurance, Licenses	12,335	12,250	16,640	11,640
214 Advertising, Printing, Photo	1,235	2,000	1,546	8,000
216 Education, Memberships, Taxes	522	0	0	0
218 Claims	0	1,500	0	1,500
Total	444,024	368,490	409,375	367,700
<b>CAPITAL OUTLAY</b>				
301 2yd Compactors				17,500
302 4yd Compactors				27,000
303 20yd Open Top Containers				24,000
304 30yd Open Top Containers				27,000
305 40yd Open Top Containers				30,000
306 40yd Compactor Containers				13,000
Total Capital Outlay				138,500
INDUSTRIAL COLLECTION TOTAL	1,112,246	1,089,560	1,113,877	1,074,010
Sinking Fund Depreciation				163,774

Note 2

**SANITATION INDUSTRIAL COLLECTION**  
(continued)

**PROGRAM 6307**

No Planned Purchases for 2016.

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Equipment Operator III (Note 1)	5	9	10	10	10
EMPLOYEE POSITIONS		9	10	10	10

Note 1: Account Code 210 For FY16 Includes service and license fee for Fleetmind GPS-Dispatch System  
Note 2: Account Code 214: Increase for FY 16 is for media packets to be used to attract new business.

Funding Allocation:  
100% Sanitation Operating Fund

## TRANSIT DEPARTMENT OVERVIEW:

The Transit Department, Program 6550, is responsible for the operation of the City's bus system to provide transportation for its citizens. The Department currently operates 18 buses on fixed routes and by demand response.

The FY16 Budget is \$139,600 more than the the FY15 Budget. The increase is attributable to additional capital requests. The Transit Department receives \$50,000 in federal funds annually.

The total personnel in the Department is allocated at 33FTE for FY16 that is consistent with FY15.

TRANSIT DEPARTMENT	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 1,741,973	\$ 1,757,720	\$ 1,722,645	\$ 1,662,500	\$ 1,753,590
Operating Expenditures	<u>558,767</u>	<u>479,140</u>	<u>470,300</u>	<u>492,100</u>	<u>492,100</u>
Operating Budget	\$ 2,300,740	\$ 2,236,860	\$ 2,192,945	\$ 2,154,600	\$ 2,245,690
Capital Outlay	<u>107,552</u>	<u>278,307</u>	<u>278,307</u>	<u>500,250</u>	<u>450,250</u>
Budget Appropriation	\$ 2,408,292	\$ 2,515,167	\$ 2,471,252	\$ 2,654,850	\$ 2,695,940
Authorized Positions	34.00	33.00	34.00	33.00	33.00

# **OPERATION SERVICES PUBLIC TRANSIT**

## **PUBLIC TRANSIT**

## **PROGRAM 6550**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	1,173,370	1,180,820	1,151,469	1,152,080
102 Overtime	69,538	69,450	89,783	78,620
103 Retirement	121,683	127,550	111,185	66,250
104 Social Security	92,230	101,650	91,777	100,740
105 Insurance	244,960	244,630	244,630	244,630
106 Longevity	3,806	4,270	3,672	3,970
107 Medical Expenses	2,418	3,000	2,661	3,000
108 Other-Vehicle Allowance	5,400	5,400	5,400	5,400
109 Allowances-Clothing, Language & Field Training	1,238	1,200	2,318	2,200
111 Workers' Compensation	27,330	19,750	19,750	5,610
<b>Total</b>	<b>1,741,973</b>	<b>1,757,720</b>	<b>1,722,645</b>	<b>1,662,500</b>
<b>OPERATING</b>				
201 Office Supplies	3,668	4,460	3,662	3,800
202 Small Equipment	23,793	12,000	16,144	10,000
203 Fuel, Oil, Lube	235,056	185,000	147,376	185,000
204 Clothing	15,013	16,280	15,601	16,300
205 Custodial Equipment and Supplies	12,687	12,000	11,573	12,000
206 Materials	5,431	2,500	2,504	2,000
207 Repair of Equipment	65,631	80,000	110,000	100,000
208 Repair of Buildings	27,614	20,900	24,387	20,900
210 Communications	14,997	18,000	12,088	12,500
211 Utilities	32,758	30,000	32,459	30,000
212 Bonds, Insurance, Licenses	38,867	42,000	42,000	41,250
213 Postage	952	1,500	473	750
214 Advertising, Printing, Photo	7,113	5,000	3,765	5,000
215 Training & Travel	9,118	6,500	4,000	6,500
216 Education, Memberships, Subscriptions	2,038	2,000	2,918	2,000
217 Lease, Rent, Taxes	7,464	7,000	6,322	6,800
219 Other- Professional Services, Transit Planning (100% grant funding)	56,567	34,000	35,028	37,300
<b>Total</b>	<b>558,767</b>	<b>479,140</b>	<b>470,300</b>	<b>492,100</b>
<b>CAPITAL OUTLAY</b>	<b>107,552</b>	<b>278,307</b>	<b>278,307</b>	
301 Large Low Floor Bus (1) (Replacement 2006 Model)-80% Federal Reimbursement				289,000
302 Radio System Lease Year 2 of 3 Year Lease				91,250
303 Medium Duty Bus (1) (Replacement 2006 Model)-80% Federal Reimbursement				45,000
304 CNG Conversion of New Medium Duty Bus-90% Federal Reimbursement				25,000
305 Five Passenger Shelters (Local Match Provided 100% Funding)				50,000
<b>Total Capital Outlay</b>				<b>500,250</b>
<b>PUBLIC TRANSIT TOTAL</b>	<b>2,408,292</b>	<b>2,515,167</b>	<b>2,471,252</b>	<b>2,654,850</b>



**PUBLIC TRANSIT**  
(continued)

**PROGRAM 6550**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Director	21	1	1	1	1
Transit Superintendent	15	1	1	1	1
Mechanic Supervisor	11	1	1	1	1
Driver Supervisor	11	1	1	1	1
Administrative Secretary	7	1	1	1	1
Heavy Equipment Mechanic (Note 1)	6	2	2	2	2
Driver Leadperson	6	1	1	1	1
Dispatcher	5	3	2	2	2
Senior Clerk II	5	1	1	1	1
Driver	4	21	21	21	21
Maintenance Person	4	1	1	1	1
Maintenance Laborer	3	0	0	0	0
 EMPLOYEE POSITIONS		 34	 33	 33	 33

Funding Allocation:  
100% General Fund

Note 1: Transit has acquired a radio system integration through lease purchase during 2014. The purchase is being made over a three year period beginning in 2015 at approximately \$90,820 per year.

Note 2: Transit receives federal reimbursement for personnel costs at 50% and capital at 80%, including maintenance of revenue vehicles and maintenance salaries.

## HEALTH DEPARTMENT SERVICES OVERVIEW

HEALTH DEPARTMENT	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating Expenditures	119,007	126,430	92,680	117,000	117,000
Operating Budget	\$ 119,007	\$ 126,430	\$ 92,680	\$ 117,000	\$ 117,000
Capital Outlay	0	0	0	0	0
Budget Appropriation	\$ 119,007	\$ 126,430	\$ 92,680	\$ 117,000	\$ 117,000
Authorized Positions	0.00	0.00	0.00	0.00	0.00

Department 6101, the Health Department was previously accounted for in Parks and Community Services. Beginning in FY16, the department operating expenses are accounted for as a single unit. The City receives 50% reimbursement from Sebastian County for this program. Therefore, the net cost to the City is one-half of the costs presented.

# NON-DEPARTMENTAL

## HEALTH SERVICES

### PROGRAM 6101

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
OPERATING				
201 Office Supplies	5,437	8,000	3,384	5,000
202 Small Equipment	5,733	7,000	1,475	2,500
205 Custodial Equipment & Supplies	9,118	9,000	10,369	12,500
206 Materials	507	800	682	800
207 Repair of Equipment	0	600	0	500
208 Repair of Buildings	43,028	50,000	36,445	50,000
210 Communications	21,300	10,000	7,526	9,000
211 Utilities	24,920	28,000	22,796	26,000
212 Bonds, Insurance, Licenses	3,725	3,700	5,206	3,800
213 Postage	1,826	4,000	2,700	2,500
214 Advertising, Printing, Photo	181	500	0	500
215 Training & Travel	142	330	111	400
216 Education, Memberships, Subscriptions	214	500	195	500
217 Lease, Rent, Taxes	2,876	4,000	1,791	3,000
Total	119,007	126,430	92,680	117,000
HEALTH SERVICES TOTAL	119,007	126,430	92,680	117,000

Funding Allocation:  
100% General Fund

Note: The City receives 50% reimbursement from Sebastian County for this program. Therefore, the net cost to the city is one-half of costs presented.

## NON-DEPARTMENTAL

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NON-DEPARTMENTAL	ACTUAL FY 14	BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operating Expenditures	5,722,304	3,706,690	4,869,948	3,213,681	3,360,000
Operating Budget	\$ 5,722,304	\$ 3,706,690	\$ 4,869,948	\$ 3,213,681	\$ 3,360,000
Capital Outlay	1,586,999	1,356,111	1,329,053	1,315,689	1,316,000
Budget Appropriation	\$ 7,309,303	\$ 5,062,801	\$ 6,199,001	\$ 4,529,370	\$ 4,676,000
Authorized Positions	0.00	0.00	0.00	0.00	0.00

The Non-Departmental budget contains funds for a variety of activities and programs which are not related to any one of the traditional departmental programs. Funds are provided for outside agencies which provide services to the community.

Funds are also budgeted for transfers for capital improvements, the parking programs and the cleanup of unsightly property. The County Sales Tax commitments for the public library and senior citizen services are budgeted in this program.

The Non-Departmental budget is allocated among the four operating funds as listed on the following page.

**NON-DEPARTMENTAL  
GENERAL FUND**

**PROGRAM 6600**

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
CONTRACTUAL SERVICES WITH AGENCIES -				
6604-001 Fort Smith Museum of History - Operating	6,400	7,162	7,162	
6605-000 Lincoln Youth Service Center	13,000	10,350	10,350	
6605-001 Lincoln Childcare Center		4,050	4,050	
6613-000 Fort Smith Regional Art Museum	13,000	9,145	9,145	
6613-001 Fort Smith Heritage Foundation - Clayton House	8,410	8,100	8,100	
6616-000 The Fort Smith Symphony	10,000	9,000	9,000	
6620-000 Western Arkansas Ballet	4,715	4,753	4,753	
6623-000 Fort Smith Chorale	5,860	5,400	5,400	
6624-006 Crisis Intervention Center	7,450	4,950	4,950	
6624-008 Fort Smith Boys and Girls Club	18,000	14,850	14,850	
6624-009 Fort Smith Girls Inc.	10,000	7,650	7,650	
6624-010 Fort Smith Little Theatre	5,600	5,040	5,040	
6624-012 Gregory Kistler Treatment Center for Children-Utilities	3,500	4,050	4,050	
6624-014 Fountain of Youth Adult Day Care	1,567	4,050	4,050	
6624-018 The First Tee, Inc.	8,000	6,750	6,750	
6624-022 Next Step Day Room	6,400	4,950	4,950	
6624-007 Community Services Clearinghouse	7,450	4,950	4,950	
6624-016 Alzheimers Association	3,350	0	0	
6624-011 Girls Shelter	3,500	4,050	4,050	
6624-013 FS Children's Emergency Shelter		4,500	4,500	
6624-019 Community Dental Clinic		0	0	
6624-020 River Valley Regional Food Bank	7,450	4,950	4,950	
6624-026 Juneteenth Planning Commission		0	0	
6624-027 Reynolds Cancer Support House	2,000	4,950	4,950	
6624-029 ARC for the River Valley	4,458	4,500	4,500	
6624-030 The Steps, Inc.	2,100	1,800	1,800	
6624-031 Ar Valley Habitat for Humanity		0	0	
6624-032 Good Samaritan Clinic	4,450	4,950	4,950	
6624-033 Old Fort Homeless Coalitiion	3,280	0	0	
6624-034 Hope Chest	475	900	900	
6624-001 Allocation to LOPFI Fund				0
6626-002 Transfers to LOPFI Per Ordinance 56-15	0	0	770,473	0
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SUB-TOTAL	160,415	145,800	916,273	0

# NON-DEPARTMENTAL GENERAL FUND - CONTINUED

## PROGRAM 6600

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
6603-000 Port Authority Insurance	7,007	7,500	6,530	7,500
6603-001 Port Authority Improvements	0	0	35,656	0
6603-003 Port Authority Advertising	0	1,000	0	0
6604-000 Fort Smith Museum of History-Utilities	Note 1 19,973	20,000	20,000	20,000
6606-000 SRCA, Inc. Social Services	173,893	176,207	176,207	175,000
6608-000 Federally Seized & Forfeited Property	3,894	0	131,351	0
6608-001 State Drug Asset Forfeiture Account	111,192	0	92,392	0
6625-010 Patton Donation-Clayton House	0	0	0	0
6625-012 Good Neighbors Day Housing	5,576	0	15,025	0
6626-000 Transfer to Cleanup/Demolition	90,000	90,000	90,000	90,000
6626-001 Transfer to Convention Center Fund	777,000	777,000	777,000	777,000
6627-000 Transfer to Parking Authority Fund	200,000	0	200,000	0
6628-000 Property Insurance Deductible	1,420	5,000	5,000	5,000
6630-000 Fort Chaffee Redevelopment Authority-Graphic Packaging (2006-2018)	31,000	31,000	31,000	31,000
6630-007 Fort Chaffee Redevelopment- Mars Petcare (2011-2019)	29,463	30,000	30,000	37,400
6630-008 Western Arkansas Regional Intermodal Authority (RITA)	50,000	37,025	37,025	0
6630-009 Ft.Chaffee Redevelopment Authority- Umarex (2012-2041)	32,647	34,000	34,000	38,121
6632-000 Fort Smith Public Library-6% County Tax Allocation	937,538	934,828	934,828	992,160
6633-001 Area Agency on Aging	50,000	50,000	50,000	50,000
6633-003 Project Compassion	7,500	7,500	7,500	7,500
6635-009 US Marshals Museum	50,000	50,000	50,000	0
<b>SUB-TOTAL</b>	<b>2,578,103</b>	<b>2,251,060</b>	<b>2,723,514</b>	<b>2,230,681</b>
<b>GENERAL FUND NON-DEPARTMENTAL TOTAL</b>	<b>2,738,518</b>	<b>2,396,860</b>	<b>3,639,787</b>	<b>2,230,681</b>

Funding Allocation:  
100% General Fund

Note1: The utility payment amount for the Fort Smith Museum of History has been moved from the outside agency allocation list to the list about because the City and the Museum have an agreement for such payment that dates back to 1936.

Note 2: Outside agency funding was suspended for FY16 per Ordinance R-124-15 with allocated funds directed to the LOPFI fund by approval of the 2016 Budget by the Board of Directors.

## NON-DEPARTMENTAL

### STREET MAINTENANCE FUND

### PROGRAM 6600

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
6641-000 Reserve for Street Equipment- Sinking Fund	580,520	366,575	339,517	403,425
6641-007 50/50 Sidewalk Repair Program	63,975	20,000	0	20,000
6641-008 Drainage Improvement Program Participation (DRIPP)	7,716	10,000	2,707	5,000
6642-000 Property Insurance Deductible	0	5,000	0	5,000
6644-000 Transfer to Health & Wellness Fund	10,000	0	10,000	10,000
6645-000 Transfer to General Fund	89,000	90,610	90,610	91,000

### STREET MAINTENANCE FUND

### NON-DEPARTMENTAL TOTAL

751,211	492,185	442,834	534,425
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Funding Allocation:

100% Street Maintenance Fund

# NON-DEPARTMENTAL

## WATER AND SEWER OPERATING FUND

## PROGRAM 6600

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
6673-000 Property Insurance Deductible	0	15,000	0	0
6673-006 James Fork Association- Annual Payment per Agreement (2016-2020)	248,096	258,000	225,622	Steve to provide
6675-001 Transfer to Health & Wellness Fund	50,000	0	0	0
6675-003 Transfers for Workers' Compensation Fund	0	0	0	0
6684-001 Transfer to General Fund	89,000	90,610	90,610	91,000
<b>WATER AND SEWER OPERATING FUND NON-DEPARTMENTAL TOTAL</b>	<b>387,096</b>	<b>363,610</b>	<b>316,232</b>	<b>91,000</b>

Funding Allocation:  
100% Water and Sewer Operating Fund

### Water and Sewer Operating Fund Transfers for Capital Projects

6671-000 Transfer to W/S Capital Improvement Projects Fund (Neighborhood water projects)	200,000	0	0	0
6671-001 Riverfront Soccer Complex (Design Work)	0	0	0	0
6671-002 Equipment Sinking Fund Startup Reserve	450,000	450,000	450,000	450,000
6672-000 Transfer to W/S Capital Improvement Projects Fund (Osteopathic Medical)	780,000	0		
<b>Total</b>	<b>1,430,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>

Note: The transfer for the capital projects is not included in the operating budget expenses as these transfers are included as capital costs in the All Funds Summaries section of the budget.



# NON-DEPARTMENTAL

## SANITATION OPERATING FUND

### PROGRAM 6600

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
6680-000 Transfer to Sanitation Sinking Fund for Equipment Replacement	1,006,479	989,536	989,536	912,264
6680-001 Transfer to Sanitation Sinking Fund for Closure and Post Closure Care Costs	250,000	250,000	250,000	200,000
6681-000 Transfer to Health & Wellness Fund	30,000	0	0	0
6682-000 Transfer to Cleanup/Demolition Fund	470,000	470,000	470,000	470,000
6683-000 Property Insurance Deductible	0	10,000	0	0
6684-002 Transfer to General Fund	89,000	90,610	90,612	91,000
<b>SANITATION OPERATING FUND</b>	<b>1,845,479</b>	<b>1,810,146</b>	<b>1,800,148</b>	<b>1,673,264</b>
<b>NON-DEPARTMENTAL TOTAL</b>	<b>1,845,479</b>	<b>1,810,146</b>	<b>1,800,148</b>	<b>1,673,264</b>
Funding Allocation: 100% Sanitation Operating Fund				
Sanitation Operating Fund Transfers for Capital Projects				
6680-002 Transfer to Landfill Construction Fund for Phase VI	500,000	500,000	500,000	500,000
6680-003 Transfer to Sanitation Sinking Fund- for Convenience Center	200,000	200,000	200,000	200,000
6680-004 Transfer to Sanitation Sinking Fund- for Scale Project	0	0	0	0
<b>Total</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>	<b>700,000</b>

## CONVENTION AND VISITORS BUREAU OVERVIEW:

The Convention and Visitors Bureau serves under the direction of the City's Advertising & Promotion Commission. The Commission includes two members of the governing body of the City and five citizens associated with the tourism industry such as hotel managers and restaurant operators. The City assesses a 3% occupancy tax on hotels and motels within the City. The rate was 2% until September 15, 2001. The Bureau is charged with the promotion of tourism activities in the City.

The FY16 Budget is \$25,405 or 0.03% less than the Amended FY15 Budget. The decrease is attributable to decreased operating costs for the program.

The authorized positions for FY16 total 5.0FTE which is the same as FY15.

CONVENTION & VISITORS BUREAU	ACTUAL FY 14	AMENDED BUDGET FY 15	ESTIMATED FY 15	BUDGET FY 16	BUDGET FY 17
Personnel Expenditures	\$ 352,160	\$ 368,230	\$ 352,049	\$ 352,425	\$ 371,280
Operating Expenditures	<u>370,744</u>	<u>475,650</u>	<u>451,666</u>	<u>455,550</u>	<u>455,550</u>
Operating Budget	\$ 722,904	\$ 843,880	\$ 803,715	\$ 807,975	\$ 826,830
Capital Outlay	<u>0</u>	<u>7,000</u>	<u>0</u>	<u>17,500</u>	<u>0</u>
Budget Appropriation	\$ 722,904	\$ 850,880	\$ 803,715	\$ 825,475	\$ 826,830
Authorized Positions	5.00	5.00	5.00	5.00	5.00

# ADVERTISING AND PROMOTION FUND

## CONVENTION AND TOURISM BUREAU

## PROGRAM 6870

	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
<b>PERSONNEL</b>				
101 Regular Salaries	253,552	264,460	253,589	260,760
102 Overtime	0	250	0	200
103 Retirement	26,149	27,240	23,910	14,565
104 Social Security	19,469	21,030	19,435	20,730
105 Insurance	46,000	48,320	48,320	48,320
106 Longevity	600	790	655	850
108 Other-Car Allowance, Contract Labor	5,400	5,400	5,400	5,400
111 Workers' Compensation	990	740	740	1,600
Total	352,160	368,230	352,049	352,425
<b>OPERATING</b>				
201 Office Supplies	3,970	9,500	6,557	5,000
202 Small Equipment	6,370	4,980	2,846	5,000
204 Clothing	0	250	0	0
205 Custodial Equipment & Supplies	0	100	44	100
206 Materials	457	1,450	693	1,450
207 Repair of Equipment	3,669	1,500	203	1,500
208 Repair of Buildings	5,878	9,100	5,502	7,000
210 Communications	9,761	16,580	14,013	21,600
211 Utilities	5,850	5,000	6,422	6,000
212 Bonds, Insurance, Licenses	993	1,600	1,328	1,600
213 Postage	10,629	10,000	9,289	9,000
214 Advertising, Printing, Photo	47,514	37,150	36,628	38,860
215 Training & Travel	44,382	62,700	57,220	55,000
216 Education, Memberships, Subscriptions	19,342	14,720	18,533	15,000
217 Lease, Rent, Taxes	6,613	7,090	7,816	7,300
219 Other - Public Relations	3,611	14,700	9,276	12,100
230 Print Media Advertising-Newspapers	8,576	4,420	8,097	9,840
231 Print Media Advertising-Magazines	57,128	66,510	48,729	60,000
234 Agency Costs	7,245	5,980	112	6,400
235 Volunteer Programs	9,822	13,700	12,458	12,000
236 Gifts and Donations	1,485	1,000	1,083	1,000
237 Convention/Meeting Marketing Contingency	335	3,000	2,839	2,000
238 Group Traveler Marketing Contingency	933	3,000	563	2,000
239 Casual Traveler Marketing Contingency	2,136	3,000	2,964	2,000
240 Special Events	91,163	153,150	174,009	148,300
002 Collection Fee	22,882	25,470	24,442	25,500
Total	370,744	475,650	451,666	455,550
<b>CAPITAL OUTLAY</b>				
	0	7,000	7,000	
301 Air Conditioner-Visitors Center (Replacement)				7,000
302 Paint Exterior-Visitors Center				10,500
Total Capital Outlay				17,500
<b>CONVENTION AND TOURISM BUREAU TOTAL</b>	<b>722,904</b>	<b>850,880</b>	<b>810,715</b>	<b>825,475</b>

**CONVENTION AND TOURISM BUREAU**  
(continued)

**PROGRAM 6870**

SCHEDULE OF PERSONNEL	PAY GRADE	FY14	FY15	FY15	FY16
Executive Director	21	1	1	1	1
Administrative Coordinator/Sales	9	1	1	1	1
Convention Sales & Service	8	1	1	1	1
Communication/Services Coordinator	7	1	1	1	1
Secretary	5	1	1	1	1
EMPLOYEE POSITIONS		5	5	5	5

Note 1: This program is not included in the Operating Funds as funds are allocated from the Advertising and Promotion Fund. Employees are under the direction of the Advertising and Promotion Commission. The Mayor and one Board member serve on this Commission.

Funding Allocation:

100% Advertising and Promotion Fund

## **FY16 Capital Requests for Board Consideration**

Note 1: Capital Approved for Heavy Equipment and/or Fleet requires an increase of \$800 per unit to the departmental budget for additional insurance

### **BUILDING/INFRASTRUCTURE IMPROVEMENTS**

Paint Exterior Visitors Center	10,500	A&P
Air Conditioner Unit Replacement	7,000	A&P
Variable Frequency Drive Phase II	15,000	CC
Carpet Replacement Convention Center	250,000	CC
Ceiling Projectors-Convention Center (2)	10,000	CC
Riverfront Drive 51 Acre Development Impr.	700,000	Parks
Imani Park-Phase II (Fianna Way)	100,000	Parks
Trails and Greenways	1,000,000	Parks
Fort Smith Park-Parking & Fishing Pavilion	200,000	Parks
AC System Replacement-Training Center	40,000	Police
Passenger Shelters-5 (100% Matching Funds)	50,000	Transit

<b>Total Building/Infrastructure Improvements</b>	<b>2,382,500</b>	
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### **HEAVY EQUIPMENT (REPLACEMENT UNLESS NOTED)**

Rearloader-Sanitation (Replacement) Asset #21-2002 Model 148,516 Miles & Asset #50 2004 Model Asset #50 2004 Model-167,880 Miles	235,000	Sanitation-6302
Automated Sideloader-Sanitation (Replacement) Asset #138- 2008 Model 68,893 Miles	278,000	Sanitation-6302
Tractor-Street (Addition)	45,000	Street-5304
Triaxle Dump Truck-Street (Addition)	140,000	Street-5305
Dump Truck-Street-Repl. 2003 Asset #538-104,928 Miles	140,000	Street-5302
Backhoe Trailers (2)	36,000	Street-5305

<b>Total Heavy Equipment</b>	<b>874,000</b>	
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## CITY FLEET

### REPLACEMENT

<b>Full Size 4WD Pickup</b> Asset #105-2004 Model 36,376 Excessive Hail Damage	1	31,330	Engineering
<b>1/2 Ton Pickup (\$21,750 per unit)</b> Asset #110-2000 Model 38,664 Miles	4	87,000	Engineering
Asset #168- 2003 Model 109,000 Miles			Building Safety
Asset #177-2004 Model 100,025 Miles			
Asset #176-2004 Model 108,854 Miles			Neighborhood Sv.
<b>1/2 Ton Used Pickup w/Towing Package</b> Asset #654-2009 Crown Victoria 168,509 Miles	1	25,000	Police-4704
<b>1 Ton 4WD Pickup w/Utility</b> Asset #321-1995 Model 107,653 Miles	1	60,000	Fire-4801
<b>3/4 Ton Pickup (\$30k per unit)</b> Asset #304-2003 Model 131,631 Miles Asset #672-2003 Model 114,200 Miles	2	60,000	Fire-4804
<b>SUV w/Police Package (\$35,350 per unit)</b> Asset #002-2004 Model 74,217 Miles Asset #954-2002 Model 98,130 Miles	2	70,700	Police-4703
<b>Sedans (\$22,350 per unit)</b> Asset #730-2004 Model 98,980 Miles Asset # 708-2004 Model 113,703 Miles	2	44,700	Police-4703
<b>10 SUV w/Police Package (\$59,523 per unit)</b> Asset #929-2006 Model 94,647 Miles Asset #988-2007 Model 95,541 Miles Asset #866-2008 Model 106,408 Miles Asset #931-2006 Model 121,751 Miles Asset #682-2009 Model 172,432 Miles Asset #656-2009 Model 184,691 Miles Asset #652-2009 Model 184,821 Miles Asset #655-2009 Model 188,941 Miles Asset #683-2009 Model 197,911 Miles Asset #653-2009 Model 215,837 Miles	10	595,230	Police-4704
Asset #19-1998 3/4 Ton Pickup* *Pickup to be Purchased will be Used			Police-4704
<b>Large Low Floor Bus-Replacement 2006 Model</b> Asset #184-249,601 Miles	1	289,000	Transit
<b>Medium Duty Bus-Replacement 2007 Model</b> Asset #863-180,775 Miles	1	45,000	Transit

**ADDITIONS**

1 Ton Flat Bed Pickup	40,000	Street-5303
1 Ton Flat Bed Pickup	40,000	Street-5305
1/2 Ton Pickup	22,000	Safety & Risk Manager-4109
<b>Total City Fleet</b>	<b>1,409,960</b>	

**MISC CAPITAL OUTLAY**

Event Pro Software Upgrade-Convention Center	7,500	CC
Theater Drape Leg Replacement-Phase III	4,500	CC
Taser Replacement (Year of 1 of 5 Year Plan) Years 2-5 @\$47,600 ea.)	289,800	Police-4702
Mobile Traffic Message Board	24,000	Police-4704
Mobile Radios (10)	50,000	Police-4705
Portable Radios (10)	50,000	Police-4705
16 Ft. Flat Bed Trailer	4,000	Police-4704
Automated Refuse Carts 65 Gal	4,900	Sanitation-6302
Automated Refuse Carts 96 Gal	80,400	Sanitation-6302
2YD Front Load Containers	110,000	Sanitation-6303
4YD Front Load Containers	95,000	Sanitation-6303
8YD Front Load Containers	130,000	Sanitation-6303
8YD Front Load Cardboard Containers	70,000	Sanitation-6303
6YD Front Load Containers	60,000	Sanitation-6303
Office Recycle Containers	10,000	Sanitation-6303
2YD Compactor Containers	17,500	Sanitation-6307
4YD Compactor Containers	27,000	Sanitation-6307
20YD Open Top Containers	24,000	Sanitation-6307
30YD Open Top Containers	27,000	Sanitation-6307
40YD Open Top Containers	30,000	Sanitation-6307
40YD Compactor Containers	13,000	Sanitation-6307
 Traffic Signal Management Software	 54,000	 Street-5304
<b>Total Miscellaneous Capital</b>	<b>1,182,600</b>	

## Planned Purchases 2016

### Street Maintenance Fund

**2016 Depreciation** **403,425**

2 Ton Dump Truck-Repl. 1997 Model		100,000	5303	Asset #469-105,659 Miles
1/2 Ton Pickup- Repl. 2002 & 2005 Model	1	22,000	5302	Asset #716-184,208 Miles
1 Ton Flat Bed Pickup-Repl. 2001 & 1999 Model	2	80,000	5302&5303	Asset152-174,565 Miles, Asset465-201,802 Mile
2 Ton 16ft Flat Bed Truck-Repl. 2003 Model		90,000	5304	Asset #450-123,000 Miles
3/4 Ton Pickup w/Utility Bed-Repl. 2002, 2008 Model	2	64,000	5401	Asset485-41,000 Miles, Asset 486-153,147 Miles

**Total Planned Purchases** **356,000**

### Fire-Sinking Fund for Apparatus Replacement

**2016 Depreciation** **318,000**

**Brush Truck-Replacement** 150,000 4803  
Asset#307 1994 Model 132,844 Miles

**Total Planned Purchases** **150,000**

## Planned Purchases 2016

### Sanitation

**2016 Depreciation** **912,264**

Dozer-Repl. 2004 Model	735,000	6305
Self Supporting Radio Tower	83,500	6301

**Total Planned Purchases-Sanitation** **818,500**



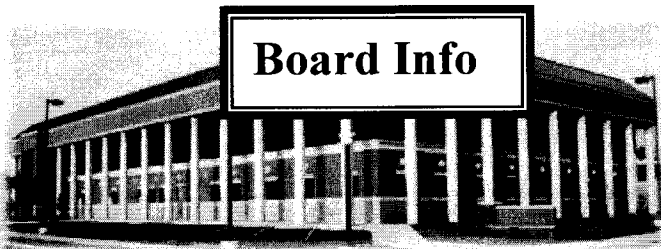
**Requests for Additional Personnel**  
**FY16**  
**Detail for Requests Provided**

<b>Department</b>	<b>Funding Allocation</b>	<b>Position</b>	<b>Grade</b>	<b>Impact to Fund</b>
Police	100% General Fund	Police Chaplain Coordinator	5	\$ 40,565
Police (4702)	100% General Fund	Tactical Operators (2)	5-7	Note 1
Internal Audit	Split Allocation: 28% General Fund 15% Street Sales Tax 8% Street Maint. 37% Water & Sewer Operating 12% Sanitation	Intern- 30 Hrs. wk. \$10hr	1	16,943
ITS	100% Water & Sewer Fund	Network Administrator	15	66,154
See Note 2		IT Specialist II	9	51,601
Sanitation	100% Sanitation Operating	Maintenance Person	3	38,046
		Heavy Equipment Mechanic II	6	49,376
		Dispatch/Landfill Attendant	6	49,376
		Foreperson	8	48,806
		Equipment Operator III (2)	5	94,236
Convention Center	Convention Center Fund	Maintenance Worker	3	38,046
	\$777k Transfer from the General Fund	Asst. Events Coordinator	6	49,376

Note 1: The SWAT Team currently has 14 tactical operators. Two operators would be added to the team to increase the SWAT Team to 16. The additions will be selected from the current police officers not already on the SWAT Team. The only costs will be approximately \$1,800 for additional equipment (included in department budget request for 4702) and \$2,000 annually in the form of a quarterly incentive payment of \$250 per operator per quarter.

Note 2: Additional positions are per Ordinance 35-15 dated May 19, 2015 Consent Decree Initiation to provide Year 2015 Staffing. Funding for these positions is 100% Water & Sewer Operating Fund and allocated among the funds as outlined below:

37% General Fund  
23% Street Sales Tax Fund  
5% Street Maintenance Fund  
25% Water & Sewer Operating Fund  
9% Sanitation Operating Fund



## **Fort Smith Police Department**

Kevin Lindsey, Chief of Police

### **INTERDEPARTMENTAL MEMORANDUM**

**To:** Christy Duester, Finance Department

**From:** Kevin Lindsey, Chief of Police

**Subject:** 2016 Budget Request – Police Chaplain Coordinator

**Date:** September 1, 2015

#### **Purpose and Request**

The purpose of this memorandum is to request the addition of a full-time position within the police department for a Police Chaplain. Prior to 2007, the Department had a full-time police chaplain that was an exempt position, established at pay grade 5. I am requesting this position be reinstated to facilitate in-house availability for police department employees' access to counseling and other services, in addition to the other services provided by a police chaplain, such as accompanying an officer on death notifications.

Currently, there are five (5) volunteer Police Chaplains serving the department. A full-time position would accomplish to goals: 1) to insure an ongoing presence within the department of a chaplain and to be available for chaplain-related duties; and 2) to coordinate volunteer chaplain(s) interested in serving with the department.

Respectfully submitted,

A handwritten signature in black ink that reads "Kevin Lindsey".

Kevin D. Lindsey  
Chief of Police

October 27, 2015

To: Lauri Lowrimore  
From: Payroll  
Re: Salary and Benefits package for a Grade 5

Yearly Salary                      \$14.04 Entry Level                      \$29,203.20

FICA paid by City (7.65%)                      \$2,234.04

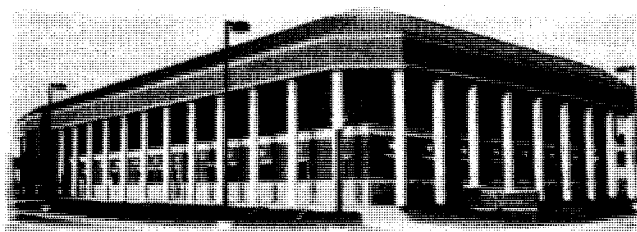
	Monthly Cost to the City	Yearly Cost
Long Term Disability	\$14.40	\$172.80
Additional Life	\$29.25	\$351.00
Medical Benefits	\$418.82	\$5,025.84
Dental Benefits	\$32.74	\$392.88
Vision Benefits	\$6.56	\$78.72
Basic Life Insurance	\$3.00	\$36.00
Wellness Program	\$0.00	\$0.00
TOTAL	\$504.77	\$6,057.24

Worker's Compensation                      \$150.00

Retirement (10% of total wages)                      \$2,920.32

TOTAL PACKAGE                      \$40,564.80

2 additional operators



## Fort Smith Police Department

Kevin Lindsey, Chief of Police

### Inter-Office Memorandum

To: Chief Kevin Lindsey  
From: Major Dean Pitts  
Subject: Internal Staffing Request  
Date: August 13, 2015

During 2014, the SWAT Team Command Staff became aware of a capability assessment conducted by the Federal Emergency Management Administration (FEMA), and also that participation in the assessment might qualify the Department for some possible future grant funding. As a result of our participation, we were able to secure a significant grant through the Homeland Security Grant Program (HSGP). This grant funding allowed the SWAT Team to purchase some very expensive items for which we had a need but could not fund. While the focus of this grant, which is administered to the counties by the Arkansas Department of Emergency Management (ADEM), is on terrorism response, every bit of equipment we were able to purchase serves multiple purposes that help serve and protect the citizens of Fort Smith. Some of the more expensive items include a boat, a tactical robot, night vision equipment and thermal weapon sights.

We were able to secure additional grant funding for FY 2016, as well, which will help to purchase some more equipment that we could not normally fund. However, formation of minimum requirements to qualify for participation in the HSGP is in the process of development. The draft, which is pending approval of a full committee meeting, requires a minimum of 16 tactical operators. We currently have only 14 operators, and I am requesting approval to add 2 more operators during FY2016. We will be able to reassign equipment, currently issued to tactical medics, to the new operators. The medics can manage effectively with lighter gear that is currently issued. We can re-fit the medics for approximately \$1,800 (included in budget request). Otherwise, the only additional cost will be \$2,000 per year, resulting from a quarterly incentive payment of \$250 per operator per quarter.

*"Pride and Progress"*

# INTERNAL AUDIT



## MEMORANDUM

City of Fort Smith  
*Internal Audit*

**TO:** Board of Directors

**FROM:** Tracey Shockley

**DATE:** August 12, 2015

**SUBJECT:** Internal Audit Intern Request

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I am requesting an Intern for my Internal Audit Department. The Intern will learn internal auditing and in doing so assist me with audits, evaluating the adequacy of the internal control structure, assess compliance with written policy and procedure, and applicable laws and regulations. The intern will also assist with determining internal audit scopes and help develop the audit programs, make constructive suggestions and recommendations, test and document findings, build flowcharts, and assist with detailed reports.

I have cut my 2016 Operating budget cost by almost 50 percent and would like to utilize the remaining amount to hire an intern for \$10 an hour. This will allow me to focus on and have more time to address crucial areas more effectively and efficiently. It will also allow me to perform more audits and review any reported concerns more timely.

I have attached a job description for the Intern position. The Intern does not require medical benefits, retirement, or any other additional cost a regular employee requires and therefore would currently be the better choice for my department.

Pay Grade 1  
\$10 per hour  
30 hrs. weekly

# Internal Audit

October 28, 2015

To: Christy Deuster  
From: Payroll  
Re: Salary and Benefits package for Intern Grade 1

Yearly Salary                      \$10.00 Entry Level (60 hours Biweekly)                      \$15,600.00

FICA paid by City (7.65%)                      \$1,193.40

	Monthly Cost to the City	Yearly Cost
Long Term Disability	\$0.00	\$0.00
Additional Life	\$0.00	\$0.00
Medical Benefits	\$0.00	\$0.00
Dental Benefits	\$0.00	\$0.00
Vision Benefits	\$0.00	\$0.00
Basic Life Insurance	\$0.00	\$0.00
Wellness Program	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

Worker's Compensation                      \$150.00

Retirement (10% of total wages)                      \$0.00

TOTAL PACKAGE                      \$16,943.40

## **Internal Audit - Intern Job Description**

**JOB TITLE:** Intern – Internal Audit

**REPORTS TO:** Internal Auditor

**WAGE/HOUR STATUS:** Nonexempt

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### **PRIMARY PURPOSE:**

Assist the City Internal Auditor with evaluating existing internal controls, documenting those controls, testing current processes and providing recommendations. In addition, the Internal Audit Intern will assist in administrative duties, observations, and inquiries.

The Internal Audit Intern is expected to constructively work with departments to improve internal controls across the organization

### **QUALIFICATIONS:**

#### **Education/Certification:**

University/College Accounting Major, junior or senior. Currently taking an audit class or has previously taken an audit class. Prefer GPA of 3.2 or higher

#### **Special Knowledge/Skills:**

Effective communication and interpersonal skills  
Advanced computer skills in word processing, spreadsheet, graphics, and data entry  
Excellent written and oral communication skills  
Advanced organizational skills in planning, goal setting, prioritizing  
Ability to manage multiple tasks  
Adaptable to change and advancing computer programs  
Ability to work independently  
High attention to detail and excellent analytical skills  
Proven knowledge of auditing standards and procedures, laws, rules and regulations

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### **MAJOR RESPONSIBILITIES AND DUTIES:**

- Maintain confidentiality information.
- Assist with audits.
- Assist determining internal audit scope and develop audit programs.
- Assist with audit testing.
- Identify gaps and providing recommendations.

- Assist with documenting processes and preparing audit findings.
- Obtain, perform analyses, and evaluate each audit, previous reports, data, flowcharts, etc.
- Assist with completing workpapers and supporting documentation.
- Ability to manipulate large amounts of data and to compile detailed reports.

**WORKING CONDITIONS:**

Maintain emotional control under stress. Work with frequent interruptions. Ability to sit for prolonged periods, work independently. Significant reaching, handling. Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose of responsibilities assigned to this job and are not an exhaustive list of responsibilities and duties that may be required.



# Memorandum

**To:** Jeff Dingman, City Administrator  
**From:** Russell Gibson, Director, Information and Technology Systems  
**Date:** September 9, 2015  
**Re:** New Staff Request

Jeff,

Included in the submitted 2016 budget for the ITS (4401) Department, there exists a request for two additional personnel. The additional positions are one (1) Network Administrator (Grade 15) and one (1) IT Support Specialist (Grade 9). The two additional personnel will be necessary to accommodate an anticipated workload increase in support of additional Utilities staff, software, applications, data, and devices such as PCs, laptops, printers, scanners, plotters, desk/cell phones, tablets and smart devices.

Presently, there are two (2) staff within ITS dedicated to direct customer service/support. Given that there are approximately 700 daily users throughout the various City Departments, this equates to one (1) support staff for every 350 users or 350:1. This staffing ratio is far below industry trends and benchmarks which typically range as follows:

- Compete at the cutting edge of innovation (25:1 to 50:1)
- Compete on full service and overall value (60:1 to 100:1)
- Compete on thin cost margin and scalability (125:1 to 200:1)

**Please note that both of the additional positions will be funded directly from the Water and Sewer Operating Fund and not from the General Fund.**

Please contact me if you have any questions or would like additional information.

Best regards,



Russell Gibson  
Director, Information and Technology Systems  
479-788-8919  
[rgibson@fortsmithar.gov](mailto:rgibson@fortsmithar.gov)

**IT (4401) Allocation**

	<b>Current Budget</b>	<b>2 Add'l Staff</b>	<b>Revised Budget</b>
Personnel	769,090	117,754	886,844
Operations	851,200		851,200
Capital	-		-
<b>Total</b>	<b>1,620,290</b>	<b>117,754</b>	<b>1,738,044</b>

<b>Current Allocation</b>				<b>Revised Allocation</b>	
General	40%	648,116	-	648,116	37%
Street Sales Tax	25%	405,073	-	405,073	23%
Street Maint	5%	81,015	-	81,015	5%
Water/Sewer	20%	324,058	117,754	441,812	25%
Sanitation	10%	162,029	-	162,029	9%
<b>Total</b>		<b>1,620,290</b>	<b>117,754</b>	<b>1,738,044</b>	

October 28, 2015

To: Christy Deuster/Russell Gibson  
From: Payroll  
Re: Salary and Benefits package for a Grade 9

Yearly Salary                      \$18.50 Entry Level                      \$38,480.00

FICA paid by City (7.65%)                      \$2,943.72

	Monthly Cost to the City	Yearly Cost
Long Term Disability	\$14.40	\$172.80
Additional Life	\$38.50	\$462.00
Medical Benefits	\$418.82	\$5,025.84
Dental Benefits	\$32.74	\$392.88
Vision Benefits	\$6.56	\$78.72
Basic Life Insurance	\$3.90	\$46.80
Wellness Program	\$0.00	\$0.00
TOTAL	\$514.92	\$6,179.04

Worker's Compensation                      \$150.00

Retirement (10% of total wages)                      \$3,848.00

TOTAL PACKAGE                      \$51,600.76

October 28, 2015

To: Christy Deuster/Russell Gibson  
From: Payroll  
Re: Salary and Benefits package for a Grade 15

Yearly Salary                      \$24.20 Entry Level                      \$50,336.00

FICA paid by City (7.65%)                      \$3,850.70

	Monthly Cost to the City	Yearly Cost
Long Term Disability	\$14.40	\$172.80
Additional Life	\$87.75	\$1,053.00
Medical Benefits	\$418.82	\$5,025.84
Dental Benefits	\$32.74	\$392.88
Vision Benefits	\$6.56	\$78.72
Basic Life Insurance	\$5.00	\$60.00
Wellness Program	\$0.00	\$0.00
TOTAL	<u>\$565.27</u>	<u>\$6,783.24</u>

Worker's Compensation                      \$150.00

Retirement (10% of total wages)                      \$5,033.60

TOTAL PACKAGE                      \$66,153.54

Convention  
Center

To: Jeff Dingman, City Administrator  
Mayor Sandy Sanders, Chair  
Advertising & Promotion Commission  
CC: Claude Legris, Executive Director  
Advertising and Promotion Commission  
From: Tim Seeberg, General Manager  
Fort Smith Convention Center  
Date: 8/14/2015

Re: Convention Center 2016 Additional Staffing Request

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City Administrator Dingman, and A & P Commission Chairman Sanders;

The purpose of this memo is to outline the rationale behind our request to add two additional full-time staff to the Convention Center team for 2015.

In recent years event activity at the Convention Center has increased to capacity levels during peak periods. Based on current bookings and recent booking pace, I expect this trend will continue. The positive aspect is that the building is being utilized more regularly resulting in positive revenue trends. Our concerns are that most areas of event planning and operations are being heavily taxed and we want to ensure that event production requirements (in service to our customers) are maintained and do not compromise critical ongoing maintenance of the facilities. Both customer service and upkeep and maintenance must remain top priorities ensuring a safe, quality product continues to be brought to the market.

Consistently strong business levels have made the completion of routine maintenance tasks, such as facility deep cleaning, periodic scheduled painting and equipment maintenance projects challenging. Public Assembly facilities typically utilize pockets of down time on the events calendar to complete maintenance upkeep. Steadily increasing business levels are resulting in fewer periods of down time annually that are shorter in duration as compared to previous years. The Fort Smith Convention Center complex, while remaining a jewel of the City that its leadership and citizens can be proud of, is an aging facility; deserving of the most professional and appropriate upkeep strategies possible. As a result, we are seeing accelerated overtime and contractual staff expenses (approximately \$30,000 cumulatively annually; 2013 and 2014); again, due largely to increased business levels in an aging facility that is in need of additional staffing support.

Finally, event planning/managing and overall administration of events (sales, event planning, event settlement/billing and audit compliance responsibilities) are reaching a point where service delivery to our clients and completion of critical administrative responsibilities are lagging. It is commonplace to find our Sales Director tending to events late into the evenings on weekdays and weekends. This activity is distracting to the Sales core missions. The same individuals must dedicate considerable time to assisting in the monthly/yearly budget process and incompleting event billing details in the timeliest manner as possible. The primary mission of a Sales Director should be to generate revenue for the facility, which is being hampered by the aforementioned event management and administrative responsibilities.

Sales and event planning responsibilities have been shifted in the last 24 months in an attempt to redistribute responsibilities and cover gaps in service and/or administrative compliance. The result has shown at least some success in achieving this objective and netted measurable personnel cost savings, however the longer term solution will require additional sources.

As expected of all departments and organizations through difficult times, the Fort Smith Convention Center team has worked diligently to do more with less in an attempt to exceed service level expectations while minimizing operating subsidies. We believe we may soon reach a point of diminishing returns with the current staffing levels, which could compromise our service mission effecting the positive reputation that staff has worked so very hard to maintain in the eyes of all Convention Center stakeholders.

It is evident the building maintenance/floor operations/engineer team and office administration team are considerably understaffed. Attempting to address all concerns outlined above, we are requesting the addition of a full-time Maintenance Worker (Grade 3) and an administrative position (Grade 6) whose title for our purposes would be Assistant Events Coordinator/Administrative Support Tech. This person's role is to assist the administrative team in planning and overseeing events as well as assisting the Administrative Secretary and General Manager with regular budget and financial reporting processes. Total annualized cost of the Grade 3 Maintenance Worker at current benefits levels: \$38,045.60. Grade 6 Assistant Events Coordinator at current benefits levels: \$49,376.39.

The primary assets of any Convention Center complex are consistent, strong customer service levels and a professionally, safely maintained and operated facility. I am confident that with the addition of these staff members, the Fort Smith Convention Center's business levels will continue to rise and our operations team will be able to better service the increased business while maintaining the facilities to our standards.

We appreciate the strong and ongoing support of the City of Fort Smith and believe these personnel requests are justified to allow us to continue to operate the complex in a way that will allow us to maintain and grow our levels of customer service and financial success.

Thank you for your consideration of this matter and subsequent staffing requests.

Sincerely,

Tim Seeberg, General Manager  
Fort Smith Convention Center

October 28, 2015

To: Tim Seeberg/Christy Deuster  
From: Payroll  
Re: Salary package for a Grade 3 (Hourly Rate of Pay \$11.77)

Yearly Salary \$24,481.60

FICA paid by City (7.65%) \$1,872.84

	Monthly Cost to the City (Emp Only)	Yearly Cost
Long Term Disability	\$14.40	\$172.80
Additional Life	\$24.50	\$294.00
Medical Benefits	\$659.22	\$7,910.64
Dental Benefits	\$48.26	\$579.12
Vision Benefits	\$8.87	\$106.44
Basic Life Insurance	\$2.50	\$30.00
Wellness Program	\$0.00	\$0.00
TOTAL	\$757.75	\$9,093.00

Worker's Compensation \$150.00

Retirement (10% of total wages) \$2,448.16

TOTAL PACKAGE \$38,045.60

October 28, 2015

To: Tim Seeberg/Christy Deuster  
From: Payroll  
Re: Salary package for a Grade 6 (Hourly Rate of Pay \$15.15)

Yearly Salary \$31,512.00

FICA paid by City (7.65%) \$2,410.67

	Monthly Cost to the City (Emp Only)	Yearly Cost
Long Term Disability	\$14.40	\$172.80
Additional Life	\$35.75	\$429.00
Medical Benefits	\$878.96	\$10,547.52
Dental Benefits	\$66.94	\$803.28
Vision Benefits	\$13.06	\$156.72
Basic Life Insurance	\$3.60	\$43.20
Wellness Program	\$0.00	\$0.00
TOTAL	\$1,012.71	\$12,152.52

Worker's Compensation \$150.00

Retirement (10% of total wages) \$3,151.20

TOTAL PACKAGE \$49,376.39





## MEMORANDUM

October 9, 2015

To: Jeff Dingman, Acting City Administrator

From: T. Baridi Nkokheli, Director

Subject: 2016 Budget – Additional Personnel for Program 6305

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Our landfill division (program 6305) has been presented and faced great challenges over the past 5 years. We request two additional personnel to assist with daily operations and to maintain staffing levels within the landfill division. The landfill division currently functions with the Manager, Supervisor, and thirteen (13) Equipment Operator III's. The division has been operating with the same number of employees since the early 1990's however our daily operations, regulations and tonnages have increased. Therefore, we are requesting two additional (new) Equipment Operator III positions for 2016. The estimated cost for these two positions are \$94,235.76. Funding for the positions should be available with the additional revenue gained from the current landfill operations.

Staffing levels have not been consistent due to vacations, illness, injuries and vacancies resulting in an increase in overtime and the use of temporary employees. Over the past several years we have utilized temporary employees which are expensive and financially impractical over the long term. The projected expense for temporary personnel for the 2015 budget year is \$103,253.

Another effect of inconsistent staffing levels is the increase in overtime hours. Overtime is not a financially feasible alternative however it has been deemed necessary over the past several years to keep the landfill in operation and compliance with local/state mandated regulations. The projected overtime expense for the 2015 budget year is \$121,994. With the requested two additional personnel, we estimate that we will be able to decrease our overtime and temporary employee expense by 50% to 75%. This is the first request for additional personnel since 1993.

Please contact me should you have any questions or would like additional information regarding this request.

October 28, 2015

To: Stacy Vanourny  
From: Payroll  
Re: Salary and Benefits package for Grade 5 Equipment Oper III  
Hourly Rate \$14.04/Overtime Rate \$21.0600

Yearly Salary \$29,203.20

FICA paid by City (7.65%) \$2,234.04

	Monthly Cost to the City	Yearly Cost
Long Term Disability	\$14.40	\$172.80
Additional Life	\$72.50	\$870.00
Medical Benefits	\$878.96	\$10,547.52
Dental Benefits	\$66.94	\$803.28
Vision Benefits	\$13.06	\$156.72
Basic Life Insurance	\$5.00	\$60.00
Wellness Program	\$0.00	\$0.00
TOTAL	\$1,050.86	\$12,610.32

Worker's Compensation \$150.00

Retirement (10% of total wages) \$2,920.32

TOTAL PACKAGE \$47,117.88



## MEMORANDUM

September 9, 2015

To: Jeff Dingman, Acting City Administrator

From: T. Baridi Nkokheli, Director

Subject: 2016 Budget – Request for Additional Personnel for Program 6303

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Our Commercial and Industrial Collection Divisions Supervisor (programs 6303 and 6307) currently directly supervises 20 full time employees. The supervisor manages daily operations, sales, and marketing for the divisions. This person is on call beginning at 4:00 AM six days per week and most holidays. In 2016, we plan to expand our commercial collection offerings outside the corporate limits of Fort Smith as has been done with industrial collections prior to me becoming director. This will generate more customer interactions and the workload on the supervisor.

We are temporarily utilizing a position from the administrative division as an acting foreperson for the Commercial and Industrial Collection Divisions. This has proved to be beneficial for both divisions as it has enabled us to focus more on acquisition of new customers. Given the current staffing level and the increase in customers, the division supervisor will not be able to meet the required increase in responsibility without depending on a full time foreperson. Therefore, we are requesting one additional (new) foreperson (grade 8) position for 2016. The total estimated cost for the additional position, including benefits, is \$48,806. This employee's responsibilities will primarily consist of direct, mid level supervision of the Commercial and Industrial Collection Divisions.

Please contact me should you have any questions or would like additional information regarding this request.



## MEMORANDUM

September 3, 2015

To: Jeff Dingman, Acting City Administrator

From: T. BaridiNkokheli, Director NK

Subject: 2016 Budget – Personnel Requests for Program 6304

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Our Fleet and Grounds Maintenance division (program 6304) has been faced with the addition of two (2) buildings. We are requesting an additional Maintenance Person to assist in maintaining the buildings. With the addition of a new scale house, restroom facility, and additional landscaping being added, the maintenance of all buildings, mowing, and landscaping has outgrown the capacity that two people can handle. We have hired a temporary helper for the majority of the year so that the new comfort station and scale house can be maintained without having to add overtime to the one full time employee.

We are also requesting an additional Heavy Equipment Mechanic II to help maintain the Landfill equipment and refuse trucks. Some of the trucks and heavy equipment are aging and require more frequent maintenance due to the age, stress, and rough environment that the equipment is exposed to. There are safety concerns if one heavy equipment mechanic is on vacation or sick. Furthermore, there is only one mechanic on the landfill to work on the equipment without help.

The requested positions will be utilized with one person to maintain the buildings, with the new public restrooms needing constant maintenance and one person to maintain aging and deteriorating heavy equipment.

Please contact me should you have any questions or would like additional information regarding this request.



## MEMORANDUM

September 3, 2015

To: Jeff Dingman, Acting City Administrator

From: T. Baridi Nkokheli, Director 

Subject: 2016 Budget – Request for Additional Personnel for Program 6301

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We are requesting an additional (new) Dispatch/Landfill Attendant position (grade 6) for 2016. We require an additional person to assist with phone calls and to maintain staffing levels within the administration office and the scale facility. The requested position will be utilized within the administrative (program 6301) and landfill (program 6305) divisions. The estimated cost, including benefits, for the position is estimated at \$54,276. Funding would be split between programs 6301 and 6305. This is the first request for additional personnel since 2007.

Both divisions have been faced with great challenges over the past 5 years due to the expansion of commercial, industrial, and residential collections. In 2010, two primary situations placed a significant strain on administrative staffing: 1) the residential collections division's customer base increased by 22%, and 2) the cash handling audit recommended rotation of scale personnel through the administrative office. Both issues were accomplished without additional personnel. We expect consistent increases in service levels with the southern expansion of Fort Smith and the addition of the new scale house facility coming online next year.

Staffing levels have not been consistent due to vacations, illness, and disciplinary actions. Over the past two years we have utilized temporary employees which are expensive and financially impractical over the long term. We have also found that utilizing temporary staffing sometimes negatively affects our customer service levels due to a lack of sustained training, turnover and/or adherence to city policy.

Please contact me should you have any questions or would like additional information regarding this request.

*Sanitation*

October 28, 2015

To: Stacy Vanourny/Christy Deuster  
From: Payroll  
Re: Salary package for a Grade 6 (Hourly Rate of Pay \$15.15)  
Heavy Equip Mech II and Dispatch/Landfill Attendant

Yearly Salary \$31,512.00

FICA paid by City (7.65%) \$2,410.67

	Monthly Cost to the City (Emp Only)	Yearly Cost
Long Term Disability	\$14.40	\$172.80
Additional Life	\$35.75	\$429.00
Medical Benefits	\$878.96	\$10,547.52
Dental Benefits	\$66.94	\$803.28
Vision Benefits	\$13.06	\$156.72
Basic Life Insurance	\$3.60	\$43.20
Wellness Program	\$0.00	\$0.00
TOTAL	\$1,012.71	\$12,152.52

Worker's Compensation \$150.00

Retirement (10% of total wages) \$3,151.20

TOTAL PACKAGE \$49,376.39



October 28, 2015

To: Stacy Vanourny/Christy Deuster  
From: Payroll  
Re: ~~Salary package for a Grade 3 (Hourly Rate of Pay \$11.77)~~  
Maintenance Person

Yearly Salary \$24,481.60

FICA paid by City (7.65%) \$1,872.84

	Monthly Cost to the City (Emp Only)	Yearly Cost
Long Term Disability	\$14.40	\$172.80
Additional Life	\$24.50	\$294.00
Medical Benefits	\$659.22	\$7,910.64
Dental Benefits	\$48.26	\$579.12
Vision Benefits	\$8.87	\$106.44
Basic Life Insurance	\$2.50	\$30.00
Wellness Program	\$0.00	\$0.00
TOTAL	\$757.75	\$9,093.00

Worker's Compensation \$150.00

Retirement (10% of total wages) \$2,448.16

TOTAL PACKAGE \$38,045.60

## Personnel Count Comparison

	2014 Actual	2015 Budget	2015 Estimated	2016 Budget
<b>Policy &amp; Administration</b>				
<b>Services Division</b>				
4100 Mayor	1.00	1.00	1.00	1.00
4101 Board of Directors	7.00	7.00	7.00	7.00
4102 City Administrator	4.00	4.00	4.77	4.77
4201 District Court	18.00	18.00	18.63	18.63
4202 City Prosecutor	2.00	2.00	2.00	2.00
4203 Public Defender	0.00	0.00	0.00	0.00
4204 City Attorney	0.00	0.00	0.00	0.00
4206 District Court-State Division	1.00	1.00	1.00	1.00
4405 Internal Audit	1.00	1.00	1.00	1.00
<b>Total Policy &amp; Administration</b>				
<b>Services Division</b>	34.00	34.00	35.40	35.40
<b>Management Services Division:</b>				
4104 Human Resources	4.00	4.00	4.00	4.00
4109 Safety & Risk Manager	0.00	0.00	1.00	1.00
4105 City Clerk	3.00	3.00	3.00	3.00
4301 Finance	11.00	12.00	12.00	11.00
4303 Collections	6.00	6.00	6.00	6.00
4304 Utility Billing/Cust. Svc.	13.00	13.00	13.00	13.00
4306 Purchasing	2.00	2.00	2.00	2.00
4401 Information and Technology (Note1)	9.00	9.00	9.00	11.00
6912 Public Parking Personnel	1.00	1.00	1.00	1.00
<b>Total Management Services</b>				
<b>Division</b>	49.00	50.00	51.00	52.00
<b>Development Services Division</b>				
4103 Engineering (Note 2)	18.40	18.40	19.00	19.00
4106 Planning	7.75	7.75	7.75	7.75
4107 CDBG	3.25	3.25	3.25	3.25
4108 Building Safety	11.00	11.00	11.00	11.00
6900 Neighborhood Services	8.00	9.00	9.00	9.00
<b>Total Development Services</b>				
<b>Division</b>	48.40	49.40	50.00	50.00



	2014 Actual	2015 Budget	2015 Estimated	2016 Budget
<b>Police Services Division</b>				
4701 Administration	6.00	5.00	5.00	5.00
4702 Support Services	54.25	54.25	53.25	52.25
4703 Criminal Investigations	43.44	43.44	43.44	42.44
4704 Patrol Operations	111.75	108.75	110.75	96.75
4705 Radio Communications	2.00	2.00	2.00	2.00
4706 Airport Security	3.00	3.00	3.00	3.00
6911 Police Grant	0.56	0.56	0.56	0.56
6920 Public Parking/Enforcement	3.00	3.00	3.00	3.00
<b>Total Police Services Division</b>	<b>224.00</b>	<b>220.00</b>	<b>221.00</b>	<b>205.00</b>
<b>Fire Services Division</b>				
4801 Administration	7.00	7.00	7.00	7.00
4802 Suppression & Rescue	123.00	123.00	123.00	123.00
4803 1/8% Sales Tax Operations	20.00	20.00	20.00	20.00
4804 Training	2.00	2.00	2.00	2.00
<b>Total Fire Services Division</b>	<b>152.00</b>	<b>152.00</b>	<b>152.00</b>	<b>152.00</b>
<b>Operation Services Division- Streets &amp; Traffic Control</b>				
5101 Administration	5.00	5.00	5.00	5.00
5302 Street Construction	8.72	8.72	8.72	8.75
5303 Street Drainage	16.88	18.04	17.00	17.00
5304 Street Maintenance	15.60	15.60	15.60	15.50
5305 Sidewalk Construction	12.00	12.00	12.00	12.00
5401 Traffic Control Operations	13.44	13.44	14.16	14.00
5402 Signals	0.00	0.00	0.00	0.00
5403 Street Lighting	0.00	0.00	0.00	0.00
5405 Sign Shop	0.00	0.00	0.00	0.00
<b>Total Streets &amp; Traffic Control</b>	<b>71.64</b>	<b>72.80</b>	<b>72.48</b>	<b>72.25</b>

	2014 Actual	2015 Budget	2015 Estimated	2016 Budget
<b>Water &amp; Sewer</b> (Note 4)				
5501 Utilities Administration	16.00	15.00	15.00	8.00
5521 Business & Finance	0.00	0.00	0.00	19.00
5522 Communications & Training	0.00	0.00	0.00	18.00
5523 Engineering & Engineering Tech.	0.00	0.00	0.00	16.00
5601 Water & Wastewater				
Treatment Administration	3.00	3.00	3.00	0.00
5603 Sewer Treatment	29.00	29.00	29.00	31.00
5604 Water Treatment	22.00	22.00	22.00	22.00
5605 Laboratory Services	9.00	9.00	9.00	0.00
5606 Wastewater Equipment				
Maintenance	14.00	14.00	14.00	0.00
5609 Industrial Waste Monitoring	5.69	5.69	5.69	0.00
5610 Water Line Maintenance	26.00	26.00	26.00	49.00
5611 Sewer Line Maintenance	24.00	24.00	24.00	30.00
5612 Construction Management	4.00	4.00	4.00	15.00
5613 Metering/Transmission				
Line Maintenance	19.50	19.50	19.50	0.00
5615 Water & Wastewater Line				
Maintenance Administration	14.00	14.00	14.00	0.00
5616 Water Stationary				
Equipment Maintenance	10.00	10.00	10.00	0.00
5620 Consent Decree Initiation	0.00	28.00	28.00	0.00
5625 Environmental Quality	0.00	0.00	0.00	20.00
5626 Fleet, Building, Station & Environmental				
Maintenance	0.00	0.00	0.00	35.50
6700 Debt Service	0.00	0.00	0.00	0.00
<b>Total Water &amp; Sewer</b>	<u>196.19</u>	<u>223.19</u>	<u>223.19</u>	<u>263.50</u>
<b>Parks &amp; Community Services</b>				
6101 Health	0.00	0.00	0.00	0.00
6201 Parks Maintenance	21.00	20.00	19.50	18.50
6202 Oak Cemetery	3.50	3.50	3.50	3.00
6204 Community Centers	4.25	4.25	4.00	4.00
6205 Aquatics	4.85	3.85	4.85	3.85
6206 Riverfront/Civic Center/Downtown	8.00	6.50	6.00	5.00
6207 The Park at West End	1.00	1.00	1.00	1.00
6208 1/8% Sales Tax Operations	6.50	6.00	6.00	7.00
<b>Total Parks &amp; Community Services</b>	<u>49.10</u>	<u>45.10</u>	<u>44.85</u>	<u>42.35</u>
<b>Convention Center</b>				
6203 Convention Center	<u>13.50</u>	<u>13.50</u>	<u>13.50</u>	<u>13.50</u>

	2014 Actual	2015 Budget	2015 Estimated	2016 Budget
<b>Sanitation</b>				
6301 Administration	6.50	6.50	6.00	6.00
6302 Residential Collections	25.00	25.00	25.00	25.00
6303 Commercial Collections	10.00	10.00	10.00	10.00
6304 Fleet & Grounds Maintenance	10.00	10.00	10.00	10.00
6305 Sanitary Landfill	18.00	17.00	17.00	17.00
6307 Industrial Collection	9.00	10.00	10.00	10.00
<b>Total Sanitation</b>	<b>78.50</b>	<b>78.50</b>	<b>78.00</b>	<b>78.00</b>
<b>Transit</b>				
6550 Public Transit	34.00	33.00	33.00	33.00
<b>Total Operation Services Division</b>	<b>442.93</b>	<b>466.09</b>	<b>465.02</b>	<b>502.60</b>
<b>Non-Departmental</b>				
6870 Convention & Visitors Bureau	5.00	5.00	5.00	5.00
<b>Total FTE Personnel</b>	<b>955.33</b>	<b>976.49</b>	<b>979.42</b>	<b>1,002</b>

Please note: This schedule includes position of Mayor and the seven Director positions. The reconciliation to the schedule on page 20 is as follows:

	2014 Actual	2015 Estimated	2016 Budget
Total FTE Personnel, this schedule	955.33	979.42	1,002.00
Program 4100 Mayor & 4101 Board of Directors	(8.00)	(8.00)	(8.00)
Program 4206 District Court Sebastian County	(1.00)	(1.00)	(1.00)
Total FTE Personnel, Schedule on page 20	<u>946.33</u>	<u>970.42</u>	<u>993.00</u>

Note 1: Additional 2 FTE in Information & Technology Services added per Ordinance 35-15 dated May 19, 2015 Consent Decree Initiation to meet additional staffing requirements.

Note 2: Increase in .60 FTE in Engineering is attributable to the retirement of a long term part time Senior Project Engineer. The position was re-aligned to full time.

Note 4: Increase in FTE for Water and Sewer per Ordinance 35-15, dated May 19, 2015 Consent Decree Initiation to meet additional staffing requirements.

Note 5: Increase between Estimated FY15 and Budget FY16 is attributable to the additional personnel added in Water & Sewer Operating of 40.31FTE for FY16.

**Western Arkansas Intermodal Authority**

1109 South 16th Street

Fort Smith, AR 72901

(479) 785-2651 Fax (479) 785-1964

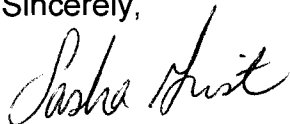
June 05, 2015

The Honorable Sandy Sanders  
Mayor of Fort Smith  
City of Fort Smith  
P.O. Box 1908  
Fort Smith, AR 72902

Dear Mayor Sanders:

On behalf of the RITA Board, we are estimating a request to be included in the City of Fort Smith 2016 budget for \$40,000. However, we will submit a formal request during your regularly scheduled budget process. As discussed in the last RITA Board meeting on May 6, 2015; the USACE has requested an additional, unexpected \$33,000 for the Feasibility Study Agreement. WAPDD has been able to secure funding sources for this request; therefore no additional request will be made to the City of Fort Smith for this USACE request. Hope this letter finds you well. Please call me if you have any questions, comments, or concerns. As always, thank you for your continued financial support of RITA.

Sincerely,



Sasha Grist, Service Agent  
Western Arkansas Intermodal Authority



August 7, 2015

Mr. Jeff Dingman  
Acting City Administrator  
PO Box 1908  
Fort Smith, AR 72902-1908

This letter to is ask the City of Fort Smith to consider investing \$50,000 in the development of the U.S. Marshals Museum ("USMM") for calendar year 2016.

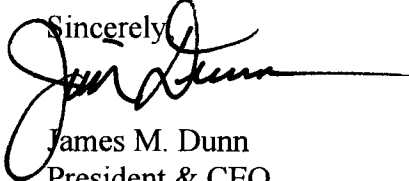
The City has been a faithful supporter of this project in many different ways. An additional investment by the City in the construction of the USMM is consistent with the priorities of the City and its citizens who want to see development of the riverfront, revitalization of downtown Fort Smith, and increased tourism. The City's investment in the Museum will be repaid many times over in terms of an increase in sales and A&P Lodging Tax revenue. The success of the USMM is dependent on the community's support of the project, which has been remarkable since the effort began to attract the USMM to Fort Smith a number of years ago.

The USMM has raised well over \$26 million and fund raising continues in earnest. In addition, the USMM has already brought thousands of people to Fort Smith. In the last twelve months, the USMM has:

- Had a ceremonial groundbreaking on September 24, 2014 that saw over 1,000 people welcome retired Marshals from all across the country to Fort Smith
- Launched the sale of the U.S. Marshals 225<sup>th</sup> Anniversary Commemorative Coin in Fort Smith in late January (that features a silver dollar showing a western Marshal holding a warrant that says "Wanted in Fort Smith"), bringing national recognition and visibility to the City and generating almost \$2.7 million in surcharge revenue to date
- Brought United States Supreme Court Associate Justice Antonin Scalia to Fort Smith in February for the first of the Winthrop Paul Rockefeller Distinguished Lecture Series, attended by over 1,500 people, including 700 secondary children from across the region
- Sponsored the "U.S. Marshals Stampede Kickin' Up the Dust" in March that saw an attendance of 750 people and netted approximately \$250,000 for the USMM
- Put on our spring lecture series titled "Gallery Lecture Series" that featured Dr. Brent Glass, Director Emeritus of the Smithsonian's National Museum of American History, whose lecture was entitled "Public History in American, Why History Matters"

- Acquired and completed the transfer of a 16.3 acre tract of land on Riverfront Drive, a gift from the Robbie Westphal Family, which is just a few hundred yards from the original tract donated to the Museum. This much larger tract of land will enable the Museum to expand its impact for tourism in Fort Smith with additional parking for vacationers traveling in large RV's. Schools will be able to bus in larger groups of children to the Museum's National Learning Center. The new tract of land will help the Museum transform Riverfront Drive to a tourism destination.
- Initiated the permitting process with the Army Corps of Engineers that will enable the Museum to be built near the Arkansas River but outside the Corps of Engineers' easement
- Acquired a collection of artifacts from a descendant of U.S. Deputy Marshal Bass Reeves, including five guns and an 1844 pocket watch
- Held the third Descendants Day, in conjunction with the Fort Smith National Historic Site. Participating organizations included the Cherokee and Chickasaw Nations, the Frontier Researchers Genealogical Society, the University of OK Western History Collection, the Oklahoma Historical Society, and the Fort Smith Public Library. The Museum was able to speak with many descendants of area U.S. Marshals and/or the criminals being pursued. More than 300 participants had free access to valuable learning tools and the U.S. Marshals Museum collected many stories and artifacts from local people to be used in the museum exhibits.

The community and the Museum take great pride in the fact that Fort Smith will be the site of the only Museum honoring the U.S. Marshals Service, the nation's oldest federal law enforcement agency. The identity and history of Fort Smith are closely entwined and we look forward to the future.

Sincerely,  
  
 James M. Dunn  
 President & CEO

JMD/tj

c: Hon Jim D. Spears, USMM Chair  
 Robert Young, USMM Foundation Chair

Attachments:

Budget 2015-16

FY Audit 2014

FY 2014-15 Financial Statements

FY16 Budget-Operational

	<u>FY 2015 Budget</u>	<u>FY 2015 Actual (Estimated)</u>	<u>FY 2016 Budget</u>
<b>Revenue and Support</b>			
43400 Direct Public Support			
43410 Donations-unrestricted			
43420 Donations-stocks			
43430 Donations-temporarily restricted			
43410 Donations - unrestricted	\$ -		
43600 Governmental	\$ -		
43610 County	\$ -		
43620 City	\$ 25,000.00		\$ 25,000.00
43630 State	\$ -		
43640 Federal	\$ -		
<b>Total Direct Public Support</b>	\$ 25,000.00	\$ -	\$ 25,000.00
43500 In Kind Donations			
43510 Donated Accounting Fees	\$ 7,000.00		\$ 7,000.00
43515 Donated Professional Services	\$ 5,500.00		\$ 6,600.00
<b>Total In Kind Donations</b>	\$ 12,500.00	\$ -	\$ 13,600.00
44400 Grants and Sponsorships			
44410 Grants	\$ -		
44440 Sponsorships Educational Programs	\$ -		
<b>Total Grants and Sponsorships</b>	\$ -	\$ -	\$ -

# FY16 Budget-Operational

45000	Investment Income			
45030	Interest Income-Operating	\$ -		
45035	Interest Income-Donations	\$ -		
45040	Gain (loss) on investments	\$ -		
	<b>Total Investment Income</b>	\$ -	\$ -	\$ -

## Intercompany Transfers from Foundation

Architecture	\$ 1,607,686.25	\$ -	\$ 1,607,686.25
Exhibit/Museum	\$ 807,883.14	\$ 527,232.32	\$ 815,072.00
Foundation Expenses	\$ 548,953.00	\$ 400,815.41	\$ 301,200.00
Other			
<b>Total Intercompany Transfers</b>	<b>\$ 2,964,522.39</b>	<b>\$ 928,047.73</b>	<b>\$ 2,723,958.25</b>

46400	Fundraising Events			
46020	Ground Breaking			
46425	Calendar Sales	\$ -		
46426	Calendar costs	\$ -		
46430	Miscellaneous Income	\$ -		
46010	Annual Event	\$ -		
	<b>Total Fundraising Events</b>	\$ -	\$ -	\$ -

<b>Total Revenue and Support</b>	<b>\$ 3,002,022.39</b>	<b>\$ 928,047.73</b>	<b>\$ 2,762,558.25</b>
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## Expenses

60300	Awards and Grants	
60330	Noncash awards and grants	



FY16 Budget-Operational

**Total Awards and Grants**

60600	Regular Board			
60610	Meeting Expenses			
60611	Airfare	\$ 6,400.00	\$ 1,320.30	\$ 3,200.00
60612	Mileage	\$ 2,800.00	\$ 474.09	\$ 1,000.00
60613	Hotel	\$ 1,600.00	\$ 533.82	\$ 1,000.00
60615	Orientation and Meals	\$ 2,800.00	\$ 1,945.68	\$ 2,800.00
60620	D& O Insurance	\$ 1,200.00	\$ 1,940.00	\$ 2,100.00
60630	Recognition	\$ -		\$ -
	<b>Total Regular Board</b>	<b>\$ 14,800.00</b>	<b>\$ 6,213.89</b>	<b>\$ 10,100.00</b>
60900	Business Expenses			
60920	Business Registration Fees	\$ -		
60925	Commercial General Liability Pkg.	\$ 1,150.00	\$ 1,214.00	\$ 1,600.00
60928	Worker's Comp	\$ 1,161.00	\$ 896.00	\$ 1,161.00
60960	Credit Card Fees	\$ 750.00	\$ 2,949.24	\$ 3,000.00
	<b>Total Business Expenses</b>	<b>\$ 3,061.00</b>	<b>\$ 5,059.24</b>	<b>\$ 5,761.00</b>
62100	Operational Contract-Profess. Services			
62110	Donated Accounting Fees	\$ 7,000.00	\$ 4,600.00	\$ 7,000.00
62111	Donated Professional Fees	\$ 5,500.00	\$ 6,000.00	\$ 6,600.00
62140	Legal Fees	\$ 2,500.00	\$ 850.00	\$ 2,500.00

FY16 Budget-Operational

62142 Accounting Fees	\$ 44,000.00	\$ 27,000.00	\$ 38,000.00
62155 IT Services	\$ 6,000.00	6000	\$ 6,600.00
62170 Website Expense	\$ 5,000.00	\$ 2,868.75	\$ 500.00
<b>Total Operational Contract- Profess. Services</b>	<b>\$ 70,000.00</b>	<b>\$ 47,318.75</b>	<b>\$ 61,200.00</b>
 <b>Foundation Expenses</b>			
Architectural Fees & Expenses	\$ 1,607,686.25	\$ -	\$ 1,607,686.25
Exhibit Designer Fees & Expenses	\$ 807,883.14	\$ 527,232.32	\$ 815,072.00
Other Contractual Fees & Expenses	\$ 200,000.00	\$ 135,220.00	\$ 87,400.00
Donor Cultivation	\$ -	\$ 875.00	\$ 2,500.00
Special Events	\$ 292,953.00	\$ 264,404.08	\$ 50,000.00
Artifact Expenses	\$ 54,000.00	\$ 132.00	\$ 77,000.00
Salary Expenses/Dir of Dev	\$ -	\$ -	\$ 82,500.00
Foundation Board Expenses	\$ 2,000.00	\$ 184.33	\$ 1,800.00
<b>Total Foundation Expenses</b>	<b>\$ 2,964,522.39</b>	<b>\$ 928,047.73</b>	<b>\$ 2,723,958.25</b>
 62800 Facilities and Equipment			
62810 Depreciation and Amortization	\$ -		
62840 Equipment/Purchases	\$ 5,000.00	\$ 9,000.00	\$ 3,500.00
 62845 Furnishings			
	\$ 5,000.00	\$ 82.29	\$ 2,500.00
62850 Janitorial	\$ 2,000.00	\$ 2,107.00	\$ 2,250.00
62890 Rent	\$ 16,500.00	\$ 16,080.00	\$ 25,000.00

FY16 Budget-Operational

62891	Utilities	\$ 6,000.00	\$ 3,910.00	\$ 6,000.00
62895	Renovation/Moving Expenses	\$ -	\$ -	\$ 2,900.00
	<b>Total Facilities and Equipment</b>	\$ 34,500.00	\$ 31,179.29	\$ 42,150.00
62900	Marketing and Advertising			
62910	Printed Materials	\$ 2,500.00	\$ 252.31	\$ 2,500.00
62920	Advertising	\$ 5,000.00	\$ 1,425.85	\$ 5,000.00
62925	Temporary Exhibits	\$ -	\$ -	\$ 5,000.00
62930	Coin Program	\$ 112,500.00	\$ 43,600.00	\$ 40,000.00
62940	Coin Purchases	\$ 25,000.00	\$ 2,000.00	\$ -
62950	Public Relations - Fees & Expenses	\$ 71,000.00	\$ 55,251.00	\$ 40,000.00
	<b>Total Marketing and Advertising</b>	\$ 216,000.00	\$ 102,529.16	\$ 92,500.00
63100	Education Programs			
63110	Safe Kids Program			
63111	Sponsorship	\$ (7,000.00)	\$ (6,000.00)	\$ (5,000.00)
63110	Expense	\$ 9,000.00	\$ 6,000.00	\$ 6,000.00
63140	Education Grant Income	\$ -		\$ (22,200.00)
63141	Education Grant Expense	\$ -	\$ 300.00	\$ 500.00
63160	General Educational Programs	\$ 7,500.00	\$ 1,650.00	\$ 33,500.00
	<b>Total Education Programs</b>	\$ 9,500.00	\$ 1,950.00	\$ 12,800.00

FY16 Budget-Operational

65000	Office Expenses			
65010	Books, Subscriptions, Reference	\$ 1,000.00	\$ 500.00	\$ 1,000.00
65020	Postage, Mailing Service	\$ 3,000.00	\$ 1,380.00	\$ 3,000.00
65030	Printing & Copying	\$ 5,000.00	\$ 2,400.00	\$ 5,000.00
65045	Office Supplies	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
65050	Telephone- Telecommunications	\$ 3,600.00	\$ 4,250.00	\$ 5,100.00
65060	Software	\$ 9,000.00	\$ 1,900.00	\$ 7,000.00
	<b>Total Office Expenses</b>	\$ 26,600.00	\$ 15,430.00	\$ 26,100.00
65100	Other			
65150	Memberships and Dues	\$ 1,200.00	\$ 1,515.00	\$ 1,750.00
65160	Other Costs	\$ 1,000.00	\$ -	\$ 500.00
	<b>Total Other</b>	\$ 2,200.00	\$ 1,515.00	\$ 2,250.00
65200	Staff Expenses			
65225	Payroll Taxes	\$ 30,000.00	\$ 25,775.00	\$ 35,183.00
65230	Salaries	\$ 374,930.00	\$ 230,482.00	\$ 351,821.00
65240	401(k)	\$ 7,500.00	\$ 2,823.00	\$ 2,650.00
65250	Health Insurance	\$ 10,375.00	\$ 4,500.00	\$ 8,500.00
65260	Dental/Vision Insurance	\$ 2,500.00	\$ 1,032.00	\$ 2,100.00

FY16 Budget-Operational

65270	Continuing Education	\$ 7,500.00	\$ -	\$ 5,000.00
65290	Relocation Expense	\$ 2,500.00	\$ -	\$ 2,500.00
65295	Recruitment/Hiring Expense	\$ 10,000.00	\$ 1,582.50	\$ 2,500.00
65280	Travel			
65281	Lodging	\$ 4,000.00	\$ 4,785.00	\$ 6,800.00
65282	Registration fees	\$ 800.00	\$ 1,208.00	\$ 2,117.00
65283	Meals	\$ 2,500.00	\$ 1,967.00	\$ 2,900.00
65284	Airfare	\$ 9,000.00	\$ 4,400.00	\$ 7,700.00
65285	Other	\$ 1,650.00	\$ 250.00	\$ 500.00
65286	Mileage	\$ 4,000.00	\$ 4,125.00	\$ 5,000.00
<b>Total Staff Expenses</b>		<u>\$ 467,255.00</u>	<u>\$ 282,929.50</u>	<u>\$ 435,271.00</u>
<b>Total Operational Expenses</b>		\$ 843,916.00	\$ 494,124.83	\$ 688,132.00
<b>Total Foundation Expenses</b>		\$ 2,964,522.39	\$ 928,047.73	\$ 2,723,958.25
<b>Total Expenses</b>		<u>\$ 3,808,438.39</u>	<u>\$ 1,422,172.56</u>	<u>\$ 3,412,090.25</u>

# POLICY & ADMINISTRATIVE SERVICES

## DISTRICT COURT- STATE DIVISION

## PROGRAM 4206

PERSONNEL	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
101 Regular Salaries	35,027	36,150	35,892	36,630
102 Overtime	1,115	3,620	604	1,500
103 Retirement	3,487	3,990	3,218	1,915
104 Social Security	2,760	3,070	2,786	2,940
105 Insurance	5,750	6,050	6,050	6,050
106 Longevity	120	130	127	130
111 Workers' Compensation	490	370	370	100
Total	48,749	53,380	49,047	49,265

DISTRICT COURT-STATE DIVISION TOTAL	48,749	53,380	49,047	49,265
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SCHEDULE OF PERSONNEL	PAY GRADE	Actual FY 14	Budget FY 15	Estimated FY 15	Budget FY 16
Deputy Clerk I	6	1	1	1	1
EMPLOYEE POSITIONS		1	1	1	1

Note: This position is 100% funded by Sebastian County. In previous years, this program was not reflected in the City's budget, however, the position is under the supervision of the District Court. An offsetting revenue is included in the General Fund revenue sources.

